InteGrade Pro User's Guide

Version 9.4

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1 About the InteGrade Pro Software

The InteGrade® Pro teacher gradebook helps teachers track student performance over the duration of a course. It can record a virtually unlimited number of tasks and students per gradebook. You can organize tasks and put them into categories such as homework, quiz, or lab exercises. You can reward good performance with bonus scores and correct poor performance by graphically showing a student where they stand or adjusting scores.

The platform compatibility of InteGrade Pro gradebook software means you can move your files from a Microsoft® Windows® to a Macintosh® computer. Switching platforms requires no conversion and preserves nearly all features.

At the end of a term, the system can transmit final grades back to the main office system to print report cards.

New Features in the InteGrade Pro 9.4 Software

InteGrade Pro 9.4 introduces new features and fixes some outstanding issues.

- Added the ability to hot link tasks, type totals and spreadsheet grades to EndTerm or Skill spreadsheets. (Previously, only hot links of spreadsheet summary grades were supported, and only to EndTerm spreadsheets.)
- Added the ability to hot link type totals and spreadsheet grades to numeric total points spreadsheets. (You can hot link from a weighted type spreadsheet, just not to one.) You can use this to calculate a student's final grade based on multiple spreadsheets.
- Added drop-down and right-click score entry to all spreadsheets. In particular, you can now drop-down or right-click citizenship and work habit columns on EndTerm spreadsheets.
- Email improvements:
  - Worked around Novell being unable to send more than one email per session.
  - Under certain circumstances, InteGrade Pro would stop sending email if an email failed to send. This has been corrected.
  - MAPI-transmitted email were missing spaces, causing words to run together (likethis). This has been corrected. (Windows Only)
  - Include teacher/school websites in plain text versions of Student Progress email.

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- Fixed several issues reported via exception reports:
  - Fixed an intermittent access violation when saving gradebooks.
  - Fixed obscure division by zero errors on the Class Roster and Spreadsheet reports.
  - Fixed several causes of the "Grid index out of range" error. (Windows Only)
  - Removed an incorrect error message when canceling connecting to a server. (Windows Only)
  - Fixed a possible crash on the Contacts tab of Setup->Students if no student or contact was selected. (Windows Only)
  - Fixed several possible issues when working with seating charts.
  - Other miscellaneous fixes.
- General fixes & improvements:
  - Setup->Groups would not update class lists if a new class was picked from the drop down. This has been corrected. (Windows Only)
  - Added an Extra QuickNote option to the Student Attendance report.
  - Inactive students did not appear dimmed and struck out in Edit Tasks. This has been corrected.
  - Added a message when export is complete.
  - Setup->Student, Contacts tab would not show which contact was selected. This has ben corrected. (Windows Only)
  - Fixed cause of scrambled seating charts.
  - Other minor changes.
- Calculation Improvements
  InteGrade Pro 9.4 includes a new calculation engine. This new calculation engine performs almost identically to the one in InteGrade Pro 9.3, but offers a few improvements:
  - In some circumstances previous versions of InteGrade Pro would pick the lower letter grade instead of the higher one if the percentage being mapped to a letter grade fell exactly on the rounding point. For instance, if an A was defined as 86.0 and thus any percentage equal to or greater than 85.95, an overall grade of exactly 85.95 would sometimes be seen as a B instead of an A. This did not impact percentage or any other transformations. This has been corrected.
  - Stanine transformations are now consistent between platforms.
  - Inactive students were being ranked on tasks (not on types or on the overall grade). This impacted the rank of other students. This has been corrected.
  - More statistics are available for type subtotals.
- InteGrade Pro Client/Server improvements:
  - Long bulletins were truncated instead of wrapped. This has been corrected. (Mac Only)
  - Previously, InteGrade Pro would continue to show the "Downloading..." message even after download was complete. This has been corrected. (Mac Only)

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  - Added the ability to remember InteGrade Pro Server passwords until InteGrade Pro is quit.
  - Server-side logs were not working. This has been fixed.

- Improvements to InteGrade Pro Link.
  InteGrade Pro Link 9.4 is required for proper integration with ParentCONNECTxp™ 1.5 SR12.
  - InteGrade Pro Link now captures all error and warning messages to log files.
  - InteGrade Pro Link now populates the STATUS field of students.
  - InteGrade Pro Link can now exclude information from inactive students from its output tables.
  - InteGrade Pro Link can now use a task's due date to determine if the task is missing.
  - InteGrade Pro Link will now process gradebooks that contain manually-entered students (although the manually-entered students will not appear in the output).

- Integration improvements:
  - Modified CIMS Converter to process C230 records.
  - Allow a blank comment for N60 records.

- Switched the exception reporting mechanism to use HTTP instead of email to avoid corruption added by popular user email clients. (Windows Only).

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InteGrade Pro System Requirements

The InteGrade Pro version 9.4 software can be installed regardless of whether you have a previous version of InteGrade Pro installed on your system.

System requirements vary depending on the type of installation you are performing. Be sure to read the InteGrade Pro Readme help file for additional requirement information.

InteGrade Pro Requirements

These requirements are for users who are installing the InteGrade Pro software on a stand-alone computer as well as for those who connect to InteGrade Pro Server from a computer at school or at home.

Additional requirements for the InteGrade Pro Web software are listed in a separate section below.

Windows Operating System

- Windows® 2000 or Windows XP.
- A computer that meets the requirements for the version of Windows you are running.
- At least 20 MB available hard disk space (48 MB with scanning tools).
- At least 32 MB RAM.

Macintosh Operating System

- Mac OS® 9.2.2 or Mac OS X with Classic 9.2.2. Note that InteGrade Pro only runs in Classic mode on Mac OS X. For Mac OS 9.2.2 you also need the Mac OS Runtime for Java™ (MRJ) 2.2.5 or higher from http://developer.apple.com/java/download.html.
- At least 20 MB available hard disk space.
- At least 32 MB RAM.

InteGrade Pro Web Requirements Computers connecting to the InteGrade Pro Server software using the InteGrade Pro Web software must meet the following conditions:

- Pearson School Systems supports the following Web browsers for use with the InteGrade Pro Web software:
  - Internet Explorer 6.0 with SP1 for Windows 2000 and XP systems.
  - Netscape® Navigator 7.02 for Mac OS 9
  - Netscape Navigator 7.1 for Mac OS X systems.

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  - Safari 1.2 for Mac OS X systems.

    The InteGrade Pro Web software may not fully support earlier versions of these Web browsers. If remote computers use unsupported versions, please ensure that their JavaScript™ settings are disabled and be aware that the formatting of the Web pages might not be optimal.

- Your computer must have an Internet connection speed of at least 28.8 kbps.

The InteGrade Pro Software and Administration Systems

The InteGrade Pro teacher gradebook can exchange data with the following Pearson School Systems administration systems:

- SASI student information system
- CIMS® financial software

One of the general requirements for this exchange is to export the necessary data from the administration systems to populate InteGrade Pro teacher gradebooks with class rosters, attendance calendars, course IDs, and other data. Another is to import grades and/or attendance information from InteGrade Pro gradebooks into the administration systems.

The data exchange feature of the InteGrade Pro software lets you transfer data between the administration system and InteGrade Pro gradebook software. For example, you can transfer up-to-date information between databases without having to manually enter data. You can also transfer different types of data such as the following:

- Teacher
- School information
- Student, with demographic information
- Class rosters
- Grades
- Data validation rules
- Grade tables

Some Words You Should Know

Scores and Grades

Scores are the input values – the marks that students receive on individual tasks such as tests or homework assignments.

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Grades are the output values – the result of calculations that use scores. Calculations are performed according to the task and task type weighting schemes that you create.

Class

A class is a single course taught in a single period as defined by your office administration computer system. It consists of spreadsheets, students, tasks, and a task type set.

Tasks, Types, and Sets

Tasks are work items that you assign to students like a quiz on King Lear or a set of math problems.

Task *types* are categories such as Quiz, Homework, or Lab exercises. Task type *sets* group task types together.

For example, suppose you teach biology and english. Your biology class has a lab, but your english class does not. In that case you would use four task types: Homework, Quiz, Lab, and Exam. You would group them into two task type sets: Sciences and Humanities. Sciences includes the Lab task type, while Humanities does not.

Table 1-1. Tasks, types and sets

Task	Type	Set
Othello	Quiz	Humanities
Alice in Wonderland	Homework	Humanities
English 201 Midterm	Exam	Humanities
Cell Division	Quiz	Sciences
Individual Study	Homework	Sciences
Plant Propagation	Lab	Sciences
Biology Exam	Exam	Sciences

You can define as many task type sets as you like, then assign one set to each class.

Comments and Notes

Comments are the short phrases used on report cards to describe the progress of a student. The End Term spreadsheet can submit comments back to the office system, along with the final grades. The number of comments per student to export depends on the office system.

Notes are anecdotal text that you enter for classes, tasks, students, and individual scores. There are three types of notes: regular notes, personal notes, and QuickNotes.

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You can specify a paragraph is a personal note (which is not exported or printed on reports) by starting $$ at the beginning of a paragraph. This is intended for convenience only; if you would not write something down on paper about a student, then you probably should not put it in your gradebook either.

QuickNotes are special note templates that are contained within a gradebook. They can be assigned anywhere a note can be assigned on the main viewer, and can contain sequences that are replaced ("mail merged") with data for the current student to customize the note. In addition, student progress reports (Student Progress, Email Student Progress, Student Multi-Class) have the ability to temporarily attach a QuickNote to all students being reported.

Spreadsheet

A spreadsheet is a collection of tasks and scores for a single class. It records student scores in a grid structure. Each class can have more than one spreadsheet, for example, for different reporting periods.

There are four types of spreadsheets used in the InteGrade Pro software.

Numeric

This is the traditional gradebook where a teacher enters scores and calculates grades. The student names are on the left side of the screen, with scores in the middle and the calculated grades on the right side

Figure 1-1. Numeric spreadsheet (traditional gradebook)

	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shkspr Exam (40)	FndtnSr sBkRprt (15)	I,RbtQ z(Asmv) (14)
1	Abbasi, Elisa	7	9.5	26	11	11.5
2	Bregder, Audrey	6	10.5	27	11.5	9
3	Calder, Cara	8.5	13	31	14.5	11
4	Castro, Michael	6.5	Sick	26	10	Sick
5	Cortez, Miguel	7	9.5	32	INC	11.5
6	Dandrea, Drew	8	14	29	11	9.5
7	De Cator, Lisa	9	13.5	35	12.5	12

Scores can be numeric or text labels represented by special scores.

Each numeric spreadsheet can have multiple letter grade tables. This enables you to use different grading rules for sets of tasks, for different terms and for different student groups.

When you create a numeric spreadsheet, you have two choices, either a Weighted or a Total Points type.

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The Weighted type spreadsheet uses task types to weight scores when calculating the final spreadsheet grade. Weighted type numeric spreadsheets display a Percent (%) column and a Letter Grade column. You can customize these columns to display one of 10 other statistical transformations of the final spreadsheet grade.

The Total Points spreadsheet calculates the spreadsheet grades based on points received versus points possible. It does not use task types to weight scores when calculating the final spreadsheet grade. The Total Points numeric spreadsheet displays a Points Received column (showing the sum of all points scored by each student for all tasks on the spreadsheet) and a Letter Grade column. You can customize the last two columns to display a percentage or one of 14 other statistical transformations of the final spreadsheet grade.

Skill

The skill spreadsheet looks like a numeric spreadsheet, except that it does not calculate grades. It shows whether students have acquired certain skills.

Figure 1-2. Skill spreadsheet

	Student Name	CmptncG nrlSkls	CmptncS tylstcR	CmndGrm tclMchn	Efctvns GthrngU	CmptncG nrlSkls
1	Abbasi, Elisa	+	-	+	-	+
2	Bregder, Audrey	+	-	-	-	-
3	Calder, Cara	+	+	+	+	+
4	Castro, Michael	+	-	-	+	+
5	Cortez, Miguel	-	-	-	+	-
6	Dandrea, Drew	+	+	+	-	+
7	De Cator, Lisa	+	+	+	+	+
8	Escobar, Lauren	+	+	+	+	+
9	Gale, Kevin	+	+	+	+	+

Use skill spreadsheets to track student proficiency in specific content areas. Scores are not associated with a numeric value, and spreadsheet grades are not calculated.

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Attendance

An attendance spreadsheet records student attendance for the class. Each spreadsheet records attendance day by day, once per day. You can create multiple attendance spreadsheets, if necessary, within a class.

Figure 1-3. Attendance spreadsheet

	Student Name	Tue Feb 01 ☒	Wed Feb 02 ☒	Thu Feb 03 ☒	Fri Feb 04 ☒
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

End Term

The InteGrade Pro software creates an End Term spreadsheet only when you import your class roster file from an administrative system. It stores the data that you send to the main office at the end of a reporting period.

Figure 1-4. End Term spreadsheet

	Student Name	4th Qtr Grade	4th Qtr All Abs	4th Qtr All Tdy
1	Abbasi, Elisa	C-	2	13
2	Bregder, Audrey	D-	3	14
3	Calder, Cara	B-	0	4
4	Castro, Michael	D+	10	5
5	Cortez, Miguel	I	2	4
6	Dandrea, Drew	C+	2	5
7	De Cator, Lisa	B	1	3
8	Escobar, Lauren	A	1	4

The End Term spreadsheet appears as a simplified version of the numeric spreadsheet. The student demographic column displays the same information. Columns record comments, attendance, and final grades replace task score columns.

The End Term spreadsheet reflects any sorting or reordering in the numeric spreadsheet and vice versa. The appearance of your End Term spreadsheet can vary, depending on the administration system and on the mark types your system administrator has set up for you to complete.

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The Comments column contains the numbers for the comments printed on the report cards. Most school administrative systems use preset comments identified by numbers. You can use a **comments.txt** file to assist you with entering the comments.

The Attendance column contains the number of absences for each student for the reporting period. Use the Replace Tasks command to total the absences, accessed by clicking on a column title. You can also use the Copy Tasks command from the Tasks menu.

The Final grades column contains the final grades to be printed on the report cards. Each numbered column represents a specific mark type recorded for the reporting period. You should have received instructions regarding the information to enter for each column. It is very important to enter the grades in the correct column.

Groups

A group is a set of students defined for a single class. Each class can have multiple groups defined. Groups can be created using dynamic conditions or manual selection. There are three built-in groups: All, Active, Inactive.

Grading Group

A grading group is a student group paired with a grading table for a single numeric spreadsheet. It enables different grading rules to be used for different groups of students in a class.

Gradebook

A gradebook keeps track of all the students and classes you teach. The InteGrade Pro software uses one gradebook per teacher, regardless of the number of students or classes taught. If you teach at more than one school, you must have a separate gradebook for each school. A gradebook contains students, classes, special scores, and letter grade tables.

You can have only one gradebook open at a time.

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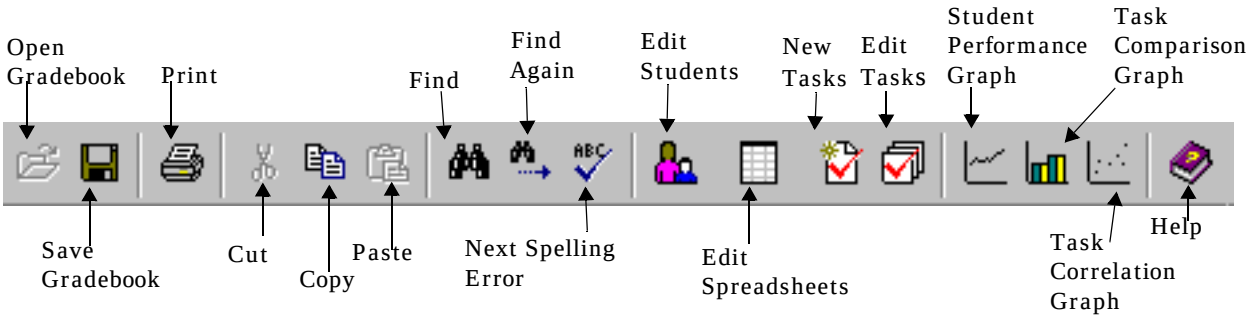
Main Viewer

Toolbar Icons

Figure 1-5 shows the function of each button on the Toolbar.

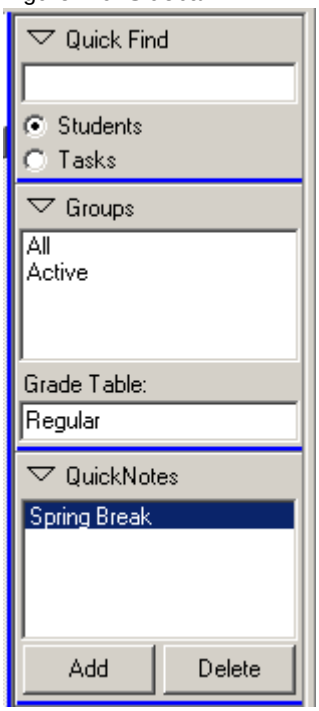
Figure 1-5. Toolbar icons



Sidebar

A sidebar is available in the main viewer. It is a property inspector, similar to the notes area. However, where the notes area focuses on notes, the sidebar will focus on other properties, such as such as group membership and selected QuickNotes. On Windows, the sidebar has three panes: quick find, groups and QuickNotes. On Macintosh, the sidebar has two panes: groups and QuickNotes.

Figure 1-6. Sidebar



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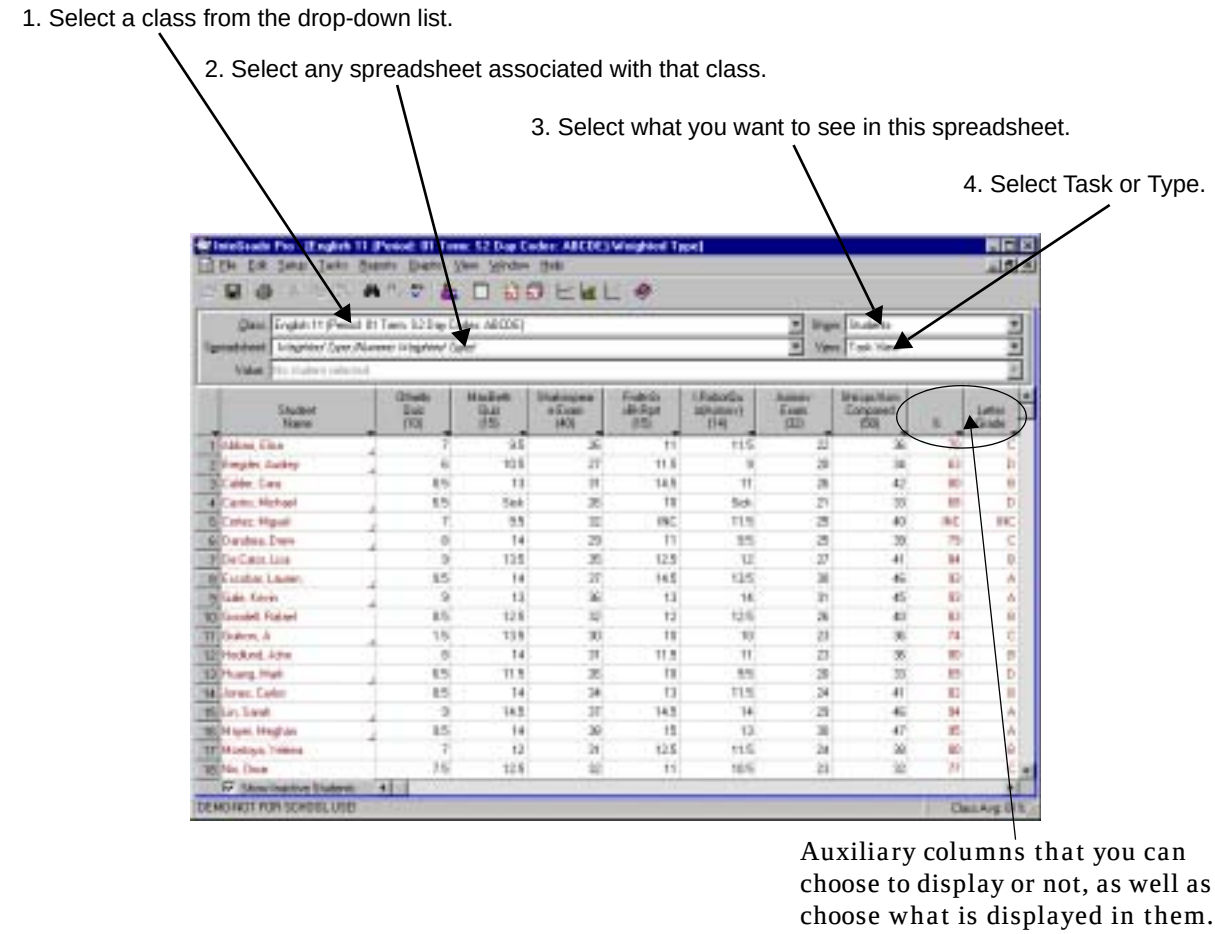
Class Viewer

A class viewer displays one spreadsheet for one class. When you open a gradebook file, a viewer opens automatically.

NOTE: A class viewer provides a way to switch between classes and between spreadsheets. You can open more than one viewer. For example, each viewer could display a different class.

Figure 1-7. Class viewer


1. Select a class from the drop-down list.
2. Select any spreadsheet associated with that class.
3. Select what you want to see in this spreadsheet.
4. Select Task or Type.
Auxiliary columns that you can choose to display or not, as well as choose what is displayed in them.

If you prefer a clean desktop, open one viewer and use the drop-down lists to switch between classes and between spreadsheets within a class. If you prefer to organize data over several windows you can open multiple viewers and use the organizing commands in the View and Window menus to manage the multiple viewers.

The Show drop-down list lets you turn on or off the Tasks, Students, and Notes areas. For example, when you are creating your task list at the beginning of the year, you might only want to see tasks. If you are entering scores, you might only want to see the students. The drop-down list changes depending on the spreadsheet being viewed.

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The View drop-down list – for a Numeric spreadsheet only – lets you toggle between task and task type view. Task view shows the individual tasks. Type view rolls everything into the respective task types (for example, homework or quizzes). This view is ideal for you to quickly see how your class is faring on various tasks.

You can customize the column headings in the task and student areas. You can turn auxiliary columns on or off and customize their contents. For example, you may choose to see percentage or letter grade, or one of a dozen score transformations. See "Customizing Spreadsheet Columns" on page 73.

To open viewers:

1. On the View menu, select **Open Class Viewer**.
2. Select the class you want to view.
3. Click **Open**. This second viewer might cover your first. Use the Window menu to switch from one viewer to another, or to arrange the viewers on screen. You may also resize and move each viewer so that both are visible at once.

To close viewers:

1. To close a class viewer, select the viewer you want to close so that it is the active window.
2. On the View menu, select **Close Class Viewer**. You can also click the **Close** box in the corner of the window.

> **NOTE:** Closing a viewer does not affect data already entered. Closing the last viewer closes the gradebook.

Context Menus

Context menus are the shortcut menus that display when you right-click (Windows) or Ctrl-click (Macintosh) in certain areas of the viewer.

For example, if you display the context menu in the task area of a spreadsheet, you are presented with two sort options, as well as shortcuts to the New Task and the Edit Task menu items.

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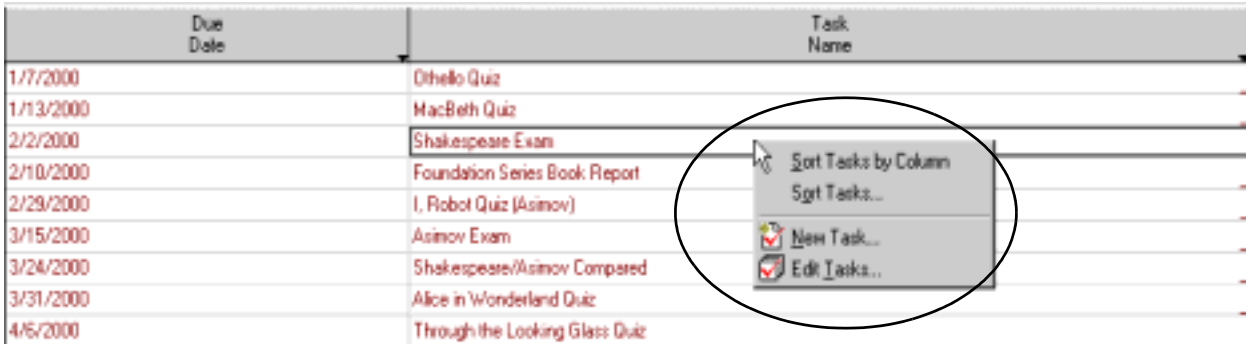
Context menus are used throughout the InteGrade Pro software. Another example is in the seating chart. If you display the context menu, by right clicking on a desk, you are presented with the options to Fill Chart or Replace Task. You will also see a list of attendance codes.

Figure 1-8. Context menus



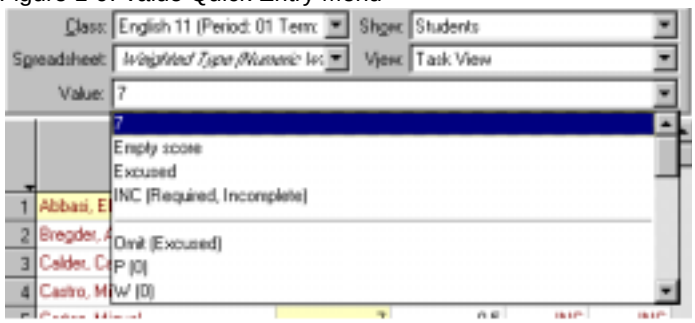
Value Quick Entry Menu

InteGrade Pro provides a value quick entry menu on the top of the viewer for entering common values. When you have a spreadsheet cell selected that can accept entry, this will show a list of common values you may wish to enter. You can choose items from this list rather than typing.

The contents of this list will vary depending on what kind of spreadsheet you are using, and even what column is selected in that spreadsheet. End term comment columns, for instance, will show a list of available end term comments. Numeric spreadsheets will show a list of available built-in and special scores.

> **NOTE:** The options available in this menu are also available by clicking the score itself with the right mouse button, or clicking while holding down the Control key on the Macintosh.

Figure 1-9. Value Quick Entry Menu



Overview of a School Year

At the start of the year, you create a new gradebook, then import a class roster file from your administration database. Although you can create a gradebook manually, you must import a data file if you want to export data back to the office.

Next, you customize the gradebook to suit your teaching methodology by setting up the task types and scoring schemes. You can also import tasks. This may already be set up if you electronically imported your class data.

For the remainder of the year, you use the InteGrade Pro software to record student scores on tasks, record student attendance, and print reports.

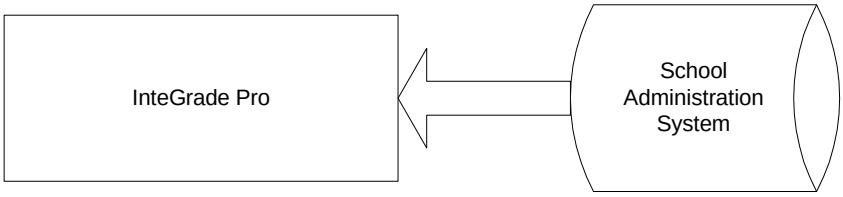
At the end of each reporting period, you can export data to the school's administration computer for grade reporting.

At the end of the school year, you back up and archive your data.

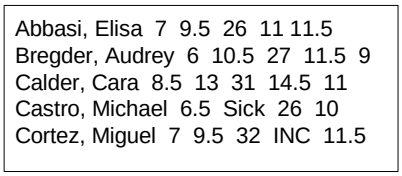
The following diagram is an overview of how you use the InteGrade Pro software at each stage of the reporting period.

Figure 1-10. School year overview

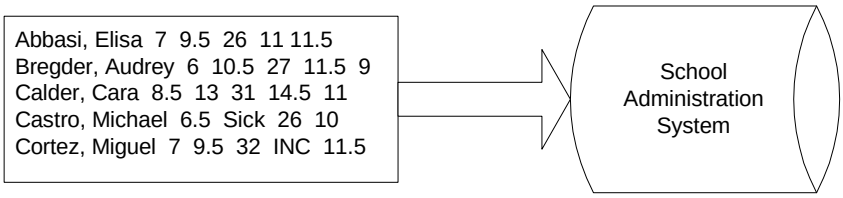
1. Import class roster file from school administration system into InteGrade Pro.



2. Add tasks and scores and notes throughout the reporting period, and take attendance.


Abbasi, Elisa 7 9.5 26 11 11.5
Bregder, Audrey 6 10.5 27 11.5 9
Calder, Cara 8.5 13 31 14.5 11
Castro, Michael 6.5 Sick 26 10
Cortez, Miguel 7 9.5 32 INC 11.5

3. Export your EndTerm spreadsheet to the school administration system at the end of the reporting period.


Abbasi, Elisa 7 9.5 26 11 11.5
Bregder, Audrey 6 10.5 27 11.5 9
Calder, Cara 8.5 13 31 14.5 11
Castro, Michael 6.5 Sick 26 10
Cortez, Miguel 7 9.5 32 INC 11.5
School Administration System

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File Naming Conventions

File Name Prefixes

CL Files created by the administration system are named CLxxxxxx.GRD. The CL prefix designates the file as a **Cl**ass Roster file and the xxxxxx's represent your teacher code. These files contain information on classes and students, and define the End Term spreadsheet.

MK Files created by the InteGrade Pro software are named MKxxxxxx.GRD. The MK prefix designates the file as a **M**ar**k**s data file and the xxxxxx's represent your teacher code. These files contain information on grades and attendance.

AB Files created by NCS ABACUSxp are named ABxxxxxx.GRD. The AB prefix designates the file as an NCS **AB**ACUSxp file and the xxxxxx's represent your teacher code. These files contain task information and can be imported into the InteGrade Pro software to record mastery values on the skill spreadsheet.

AT Test files created by NCS ABACUSxp are named ATxxxxxx.GRD. The AT prefix designates the file as an NCS ABACUSxp file and the xxxxxx's represent your teacher code. These files contain test information and can be imported into the InteGrade Pro software to record test values on the skill spreadsheet.

File Name Suffixes

GBF Gradebook file; for example **sample.gbf**

GRD Class roster files, used in import and export; for example **cljoanfr.grd**

BAK Backup file that preserves a previous version of your gradebook

A BAK file is a back-up file that preserves the second-to-last version of your gradebook, usually in the InteGrade Pro software program file folder of your hard disk. The BAK file is titled “name of your gradebook file”.BAK. Until you save a gradebook a second time with a new password, the .BAK file version of the saved gradebook does not incorporate new or changed passwords.

See InteGrade® Pro Administrator’s Guide Version 9.4 for the complete list of files used in importing and exporting to other administration systems.

Working On a Macintosh System

The Macintosh operating system is able to handle both Macintosh and Windows files, but the Windows operating system can handle only Windows files.

As a result, if you are using the system in a mixed environment and plan to open your gradebooks on both Macintosh and Windows systems, you **must** name your files according to Windows standards.

If you always use Windows standards for naming your files – even while working on a Macintosh – the Windows operating system can always handle files from your Macintosh and you will not have to take any additional steps.

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Where to Find More Information

If you have a question about the InteGrade Pro software or need more information, use the online help system or this manual. If you need additional assistance, you can contact Pearson School Systems.

Using the Online Help System

The help system contains the information found in this guide in an easy-to-access format. There are two ways to use the help system:

- Choose **Contents** on the Help menu (Windows) or choose **InteGrade Pro Help** on the Help menu (Mac) to open the contents topic and browse the help system or search for specific topics.
- Click the **Help** button on a screen or press <F1> (or the <Help> key on the Mac). This displays a help topic about that screen with links to topics describing all the procedures that can be performed from that screen.

Technical Support Services

Pearson School Systems offers the following services to users with active maintenance agreements:

- World Wide Web: Users with active maintenance agreements can get technical support from the Pearson School Systems Web site. Fill out the form on Customer Link (customerlink.pearson.com) and a support person will send an e-mail response to you. You must be using a browser that displays forms to use this service.
- Training: For information about the training services available from Pearson School Systems, or to schedule training, call (800) 736-4357.
- Customer Service: For information about other products available from Pearson School Systems call (800) 736-4357.

When Requesting Technical Support Be sure you include the following information when requesting technical support:

- Your site number.
- The version number and platform of the InteGrade Pro software. For example, InteGrade Pro 9.4 for Windows or InteGrade Pro 9.4 for Macintosh.
- Your computer make and model. For example, Dell® Dimension XPS 166 or Apple Power Macintosh® 6100/60.
- The computer operating system and version number. For example, Windows 2000 or Mac OS® X 10.2.8.
- If the product is running on a local area network, the network operating system and version number.

Receiving Support from Other Vendors If you purchased the InteGrade Pro software from a company other than Pearson School Systems, you should contact that company for technical support. You should have received information on technical support services available from that vendor at the time of purchase as well as upon receipt of the product.

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2 Installing the InteGrade Pro Software

The InteGrade Pro software is available for download on the Customer Link Web site. The following sections contain the installation and configuration procedures for the InteGrade Pro software.

Introduction

You can install the InteGrade Pro software and either connect to InteGrade Pro Server (to access gradebooks on your school's server) or work with it locally on your computer. You can also use InteGrade Pro Web to access gradebooks remotely. If you wish to use InteGrade Pro Web to access gradebooks from a remote computer, you do not need to install the InteGrade Pro software. You can use InteGrade Pro Web as long as you have an Internet connection and an appropriate browser level.

The InteGrade Pro 9.4 software can be installed regardless of whether or not you have a previous version of InteGrade Pro installed on your system.

Authorization Settings

If you choose to install the InteGrade Pro software (rather than simply using the InteGrade Pro Web software), you will need to have authorization information available.

The authorization information includes the Licensee Name, the Site Number, and the Authorization Key. This information is available from your system administrator.

General Installation Information

The InteGrade Pro Software

You can use the InteGrade Pro software as a stand-alone product or on a remote computer that connects to the InteGrade Pro Server software. The functionality which allows the InteGrade Pro software to connect to the InteGrade Pro Server software can be turned on and off with a setting in the Preferences menu of InteGrade Pro.

The InteGrade Pro Web Software

The InteGrade Pro Web software does not require you to install any InteGrade Pro software on your system. Once the InteGrade Pro Server software is installed and configured at your school, a remote computer with an Internet connection can connect using the school's Web server URL and a user ID and password, which are assigned by your system administrator.

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Before You Begin

The computer on which you wish to install the InteGrade Pro software must be connected directly (via cables) to your school's network.

Installing the InteGrade Pro Software

The following procedures show how to install the InteGrade Pro software on a stand-alone computer or on a computer that connects to the InteGrade Pro Server software.

Downloading and Installing to a Windows PC

You must have WinZip or a similar archive program to extract the installation files after downloading them.

To download and install the InteGrade Pro software:

1. Sign in to the Customer Link Web site at customerlink.pearson.com.
2. Go to the InteGrade Pro Software Downloads Web page. (On the Customer Link Welcome page, select **InteGrade Pro** in the Product Support Center list, click the **InteGrade Pro** link, and then click the **IGPro 9.4** link under Downloads.)
3. Click the **win_distribution94.zip** link and save the file to the root directory on your hard disk, usually C:\.
4. Unzip the win_distribution94.zip file to the root directory on your hard disk.
5. In the unzipped folder, open the \IGPro folder.
6. Double-click **Install InteGrade Pro.exe** and follow the instructions in the Installation wizard.
7. When prompted, type your **Licensee Name**, **Site Number**, and **Authorization Key**, and then click **Install**. If you cannot find the authorization letter with this information, contact technical support or your InteGrade Pro representative.
8. On the Install Complete screen, click **Done** to quit the installer. A shortcut to InteGrade Pro is placed on your desktop.

NOTE: The Release Notes are available in the installation folder. Pearson School Systems recommends that you read the information in this file carefully as it contains important last-minute installation and configuration information.

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Downloading and Installing to a Macintosh Computer

To download and install the InteGrade Pro software:

1. Sign in to the Customer Link Web site at customerlink.pearson.com.
2. Go to the InteGrade Pro Software Downloads Web page. (On the Customer Link Welcome page, select **InteGrade Pro** in the Product Support Center list, click the **InteGrade Pro** link, and then click the **IGPro 9.4** link under Downloads.)
3. Click the **mac_distribution94.sit.hqx** link. The file saves to your desktop.
4. Double-click the **mac_distribution94.sit.hqx** file to unstuff it.
5. In the unstuffed folder, open the \IGPro folder.
6. Double-click **Install InteGrade Pro** and follow the instructions in the Installation wizard.
7. When prompted, type your **Licensee Name**, **Site Number**, and **Authorization Key**, and then click **Install**. If you cannot find the authorization letter with this information, contact technical support or your InteGrade Pro representative.
8. On the Install Complete screen, click **Done** to quit the installer.

NOTE: The Release Notes are available in the installation folder. Pearson School Systems recommends that you read the information in this file carefully as it contains important last-minute installation and configuration information.

Using the InteGrade Pro Web Software

The InteGrade Pro Web software installs when the InteGrade Pro Server software is installed.

A remote computer that will be using the InteGrade Pro Web software to access gradebooks on the school's server requires the following:

- It must use an Internet browser that meets the minimum system requirements (Chapter 1, “About the InteGrade Pro Software,” on page 1).
- It must have a connection to the Internet (dial-up, cable, etc.).
- The Internet browser should be set to JavaScript enabled (performance is optimal when JavaScript is enabled).
- The browser must be set to accept cookies.

Once these conditions have been met, users should refer to this guide for information on logging in to the Web and working with gradebooks.

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3 Working with Gradebooks

After you have installed the InteGrade Pro software, you must complete some settings. Once you have completed these settings, learning how to open your gradebooks is the next step. The procedure for opening gradebooks is different depending on the configuration selections you make the first time you run the InteGrade Pro software.

Important InteGrade Pro Features

The information in this section does not apply if you are using the InteGrade Pro software as a stand-alone product (storing gradebooks only locally on your computer). This section is only applicable to those users who connect to the InteGrade Pro Server software.

When you use the InteGrade Pro software in conjunction with the InteGrade Pro Server software, there are a number of important features of which you should be aware.

Messages

If you are working on a computer that connects to the InteGrade Pro Server software at your school, each time you open a gradebook the system connects to the InteGrade Pro Server software, updates the gradebook with any new information and downloads the gradebook to your computer. During this process, the Download Gradebook window displays new messages (bulletins) created by the InteGrade Pro system administrator.

To view messages (Windows and Macintosh Users):

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Open a gradebook on a server** and click **OK**.
3. On the Open gradebook screen, double-click the server to which you wish to connect. This is where your gradebooks are stored.
4. Enter your user ID and password for the server connection and click **OK**. When the connection is made, a list of available folders and gradebooks will be displayed.
5. Open a gradebook. The gradebook is opened and a screen displaying the download status and all new messages is displayed. Read the messages and click on any links within the messages.
6. Once the download is complete and you have finished reading the messages, click **OK**. The gradebook is opened and the last spreadsheet edited displays.

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Passwords

You can have two different types of passwords with the InteGrade Pro software.

Network Passwords If you work on gradebook files stored remotely on the school's server, you need a password for connecting to the InteGrade Pro Server software. This password is initially assigned by your system administrator. It protects your remotely-stored gradebooks.

Gradebook Passwords The other type of password used with the InteGrade Pro software is a gradebook password. This password is for protecting gradebooks stored locally on your computer.

You can change both types of passwords using options on the Setup menu in the InteGrade Pro software. When you select the Password option on the Setup menu, you see a series of Password wizard screens that walk you through adding, removing, or changing your password. The screens in the wizard vary depending on the gradebook you are working on. If you are working on a locally-stored gradebook, the Password wizard enables you to assign or remove a gradebook password. If you are working on a remotely-stored gradebook, the Password wizard enables you to change your network login password.

For detailed instructions on adding or removing a gradebook password, see "Working Securely" on page 62.

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Starting the InteGrade Pro Software

Starting the InteGrade Pro Software for the First Time

The procedure for opening the InteGrade Pro software the first time is different from the procedure used for opening the InteGrade Pro software all subsequent times.

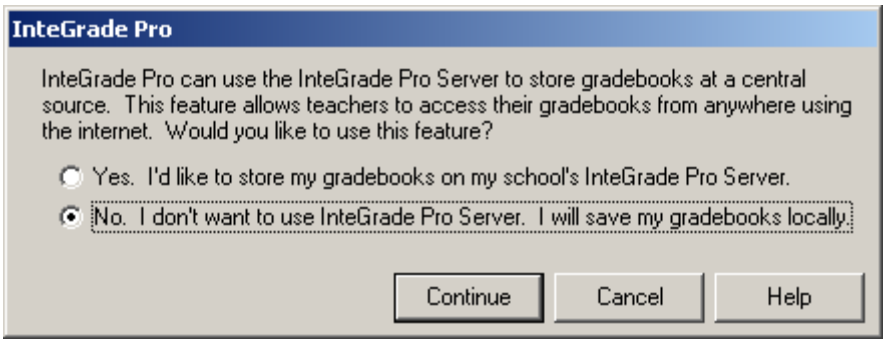
The first time you run the InteGrade Pro software you are given the option of indicating whether you will be using it as a stand-alone (only storing gradebooks locally) or whether you will be connecting to the InteGrade Pro Server software (storing gradebooks remotely).

Starting Without the InteGrade Pro Server Software Use this procedure to open the InteGrade Pro software the first time only **if you will not** connect to the InteGrade Pro Server software. This procedure configures your system to run as a stand-alone or to run on the school's LAN without using the InteGrade Pro Server software.

To start without the InteGrade Pro Server software:

1. Open the InteGrade Pro software. You see the following screen:

Figure 3-1. Starting InteGrade Pro


InteGrade Pro
InteGrade Pro can use the InteGrade Pro Server to store gradebooks at a central source. This feature allows teachers to access their gradebooks from anywhere using the internet. Would you like to use this feature?
Yes. I'd like to store my gradebooks on my school's InteGrade Pro Server.
No. I don't want to use InteGrade Pro Server. I will save my gradebooks locally.
Continue
Cancel
Help

2. Select **No**. This indicates that you are installing without connectivity to the InteGrade Pro Server software.
3. Click **Continue**. The InteGrade Pro banner screen is displayed.
4. Select **Open a gradebook on your computer** and click **OK**. The Open screen is displayed.
5. Click **Cancel**. This completes the requirements for the first-time startup of the InteGrade Pro software.

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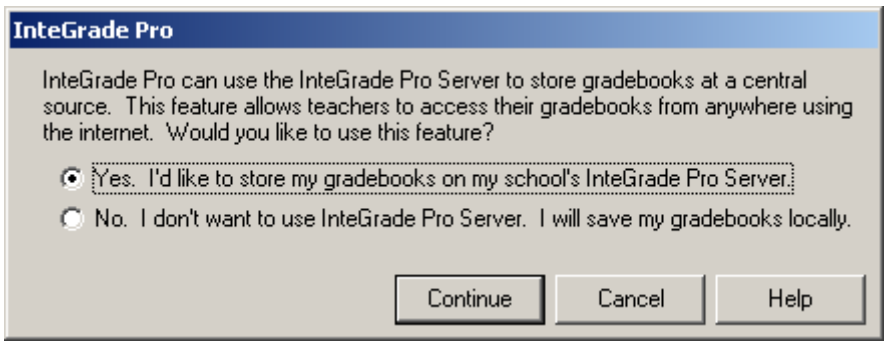
Starting with the InteGrade Pro Server Software Use this procedure to open the InteGrade Pro software the first time only **if you will be** connecting to the InteGrade Pro Server software. This procedure configures your system to store gradebooks remotely on the school's server.

To start with the InteGrade Pro Server software:

1. On the computer desktop, double-click the **InteGrade Pro** software icon. You see the following screen:

Figure 3-2. Starting InteGrade Pro


InteGrade Pro
InteGrade Pro can use the InteGrade Pro Server to store gradebooks at a central source. This feature allows teachers to access their gradebooks from anywhere using the internet. Would you like to use this feature?
Yes. I'd like to store my gradebooks on my school's InteGrade Pro Server.
No. I don't want to use InteGrade Pro Server. I will save my gradebooks locally.
Continue
Cancel
Help

2. Select **Yes**. This indicates that you are installing on a computer that will connect to the InteGrade Pro Server software at school.
3. Click **Continue**. The InteGrade Pro banner screen is displayed.
4. Select the **Open a gradebook on a server** option and click **OK**. The Open Gradebook screen appears.

   To see a description of the parts of the Open Gradebook screen, click the **Help** button.
5. At this point teachers must add server connectivity so that the computer can connect to the InteGrade Pro Server software.
6. See the online Help and this guide for instructions on connecting to the remote server and opening and closing gradebooks.

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Starting the InteGrade Pro Software (After the First Time)

If you are starting the InteGrade Pro software for the first time, refer to the procedures in the preceding sections. These procedures are for starting the InteGrade Pro software after the first time.

Starting Without the InteGrade Pro Server software For all subsequent times that you open the InteGrade Pro software, do the following.

To start without the InteGrade Pro Server software:

1. Double-click the **InteGrade Pro** software icon.
2. On the InteGrade Pro banner screen, select **Open a gradebook on your computer** and click **OK**.
3. On the Open screen, select a gradebook file and click **Open**.

Starting With the InteGrade Pro Server software For all subsequent times that you open the InteGrade Pro software, do the following.

To start with the InteGrade Pro Server software:

1. Be sure you are connected to the Internet.
2. Double-click the **InteGrade Pro** software icon. The InteGrade Pro banner screen is displayed.
3. On the InteGrade Pro banner screen, select **Open a Gradebook on a Server** and click **OK**. The Open Gradebook screen appears.
4. See the online Help or the guide for instructions on connecting to the server and opening and closing gradebooks.

Turning Connectivity to the InteGrade Pro Server Software On and Off

The functionality for connecting to the InteGrade Pro Server software can be turned on and off using the Preferences screen on the Edit menu in the InteGrade Pro software. This feature is useful if you originally installed the InteGrade Pro software *without* connectivity to the InteGrade Pro Server software and then you decide to connect to your school's server.

To turn the InteGrade Pro Server software connectivity on or off:

1. Open the InteGrade Pro software.
2. Go to the Edit menu and select **Preferences**.
3. Select or clear the **Use InteGrade Pro Server** checkbox. If you are turning connectivity on, the next time you open the InteGrade Pro software you will need a user ID, password, and server address, which you can get from your system administrator.
4. Close the InteGrade Pro software. The changes you made will take effect the next time you open the InteGrade Pro software.

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Starting the InteGrade Pro Web Software

For instructions on starting and using InteGrade Pro Web, see InteGrade® Pro Web User's Guide Version 9.4.

Opening Gradebooks on Your Computer

This procedure is for users who do not connect to the InteGrade Pro Server software. It describes opening gradebooks stored locally on your computer.

> **NOTE:** Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you will receive a message indicating so. You may view the file but if you make any changes and save the file, it cannot be opened using earlier versions of the InteGrade Pro software.

To Open gradebooks stored locally on your computer:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Open a gradebook on your computer** and click **OK**.
3. Select the folder on your computer where the gradebook is stored.
4. Click on a gradebook file name.
5. Click **Open**. The gradebook opens and the last spreadsheet edited will is displayed.

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Opening Gradebooks on the School's Server

The information and procedures that follow are for users who connect to the InteGrade Pro Server software.

NOTE: Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you will receive a message indicating so. You may view the file but if you make any changes and save the file, it may not be re-opened using earlier versions of the InteGrade Pro software.

Preparing the InteGrade Pro Software to Access Gradebooks on the School's Server

To access gradebooks stored on your school's server, you must prepare your system to connect to the school server. Once you have set up server access, you can open gradebooks on that server.

NOTE: You only need to complete the procedures in this section once for each server to which you wish to connect. Once you have completed these procedures, follow the directions in the section titled Opening a Gradebook Stored on Your School's Server.

To connect to the InteGrade Pro Server software:

- You must be able to connect to the school's server.
- Your school must be using the InteGrade Pro Server software.
- You must have a User ID and Password from your system administrator.
- You must have the school's server IP address or URL information at hand. This information is either in an e-mail sent to you by your system administrator or is available by contacting your administrator.
- You must set up at least one server in your InteGrade Pro software so that you can access gradebooks on that server.

If you do not have all of this information, speak to your system administrator. Each of these items is described in more detail below.

Connecting to the Server When you choose to connect your computer to your school's server, you must have a means of communicating with the server. If you are using a computer at school that is connected to the server, you are probably connected via network cables.

If you are working on a computer at home, you need some other means of connecting to the remote server at your school. You can use an Internet connection that uses either your telephone line or cable connection.

Is Your School Using the InteGrade Pro Server Software? Ask your system administrator if your school is using the InteGrade Pro Server software. You may already know this if you have received an e-mail containing your user ID and password as well as server address information.

User ID, Password and Server Address Information You can access gradebooks remotely on your school's server if the school's system administrator has installed the InteGrade Pro Server software and set you up as a user with access to gradebooks.

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When your system administrator configures the InteGrade Pro Server software, you will be added as a user and a user ID and password will be created for you. Your system administrator also assigns access to gradebooks.

This illustration shows a Server Connection e-mail:

Hello John Smith:

You have now been registered as a user of an InteGrade Pro Server. This means that you may access remotely stored gradebooks using either InteGrade Pro 7.5 or later or InteGrade Pro Web. In order to gain access to the server, you have been assigned a user id and password as shown below. This user id and password is the same regardless of which method you use to access the server (InteGrade Pro or InteGrade Pro Web):

User ID: jsmith
Password: password

To Access the Server using InteGrade Pro Client:

You must install InteGrade Pro 7.5 or later on your computer. The first time you open the InteGrade Pro software on that computer, you must select the option that allows you to access gradebooks on a remote computer. You must then add server information (see help topic Adding InteGrade Pro Server Access) if you have not already done so.

You can give the new server any Server Name you wish. The server Address must be set to: "172.16.5.32:3737".

To Access the Server user InteGrade Pro Web:

You must ensure you have an appropriate Web browser installed on your computer and you must have a connection to the Internet that operates at a minimum of 28.8 kbps.
When you open your Web browser, type in the following address: http://172.16.5.32:8080.
Note that if you are using InteGrade Pro Web, you must first create the gradebook and all of your classes and students using InteGrade Pro. Gradebooks, classes and students cannot be created using InteGrade Pro Web.

If you did not receive an e-mail like this, contact your system administrator for this information.

Once you have your user ID, password and school server's address information, you can create a connection to your school's server.

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Adding Server Access – Windows Users

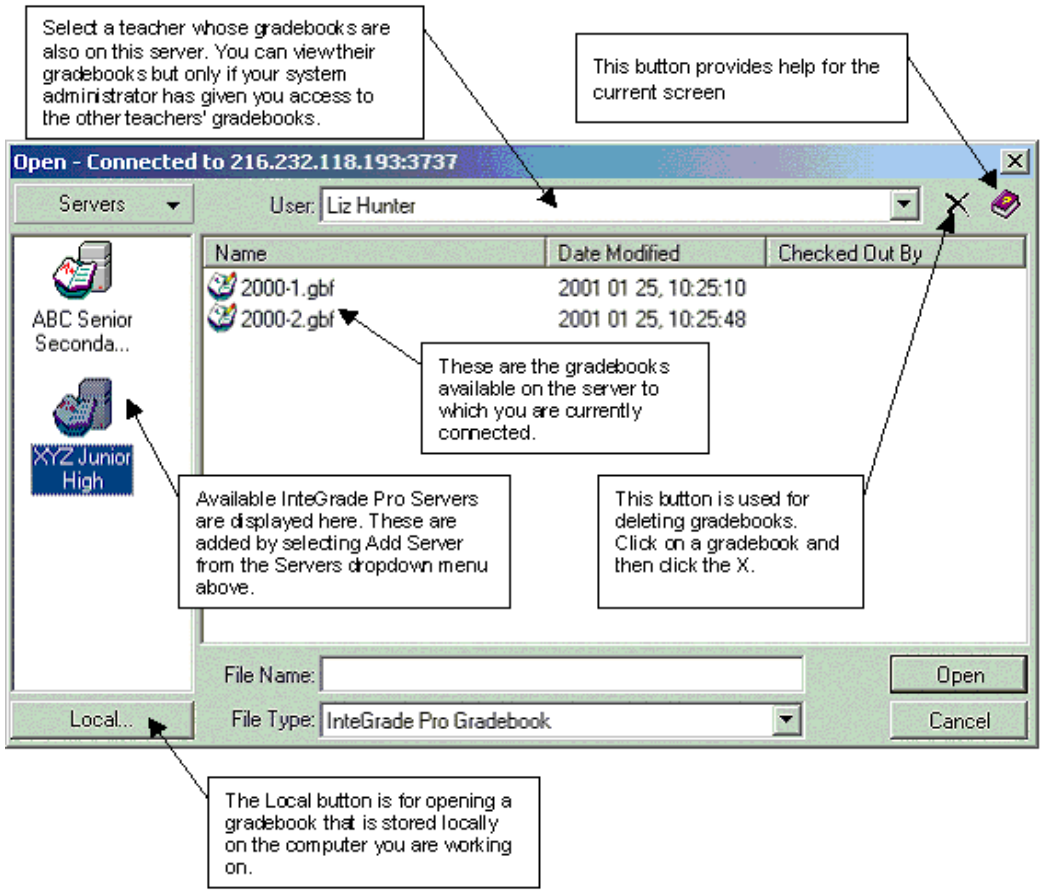
When working on gradebooks remotely you need to have at least one server connection configured in your InteGrade Pro software. The connection, which is added using the Open Gradebook screen, allows you to connect to a school's InteGrade Pro network where gradebooks are stored. Each time you open a gradebook, you connect to the school's server and then select the gradebook to open.

Some teachers require connections to more than one remote InteGrade Pro Server computer. For example, teachers who work at more than one school may need to connect to the server for each school when they want to update their gradebooks.

To add a server:

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software.
3. On the InteGrade Pro banner screen, select **Open a gradebook on a server** and click **OK**. The Open Gradebook screen is displayed. This is where you add and remove server access, and open gradebooks.

Figure 3-3. Connection to server


Select a teacher whose gradebooks are also on this server. You can view their gradebooks but only if your system administrator has given you access to the other teachers' gradebooks.
This button provides help for the current screen
Open - Connected to 216.232.118.193:3737
Servers
User: Liz Hunter
Name
Date Modified
Checked Out By
2000-1.gbf
2001 01 25, 10:25:10
2000-2.gbf
2001 01 25, 10:25:48
ABC Senior Seconda...
XYZ Junior High
These are the gradebooks available on the server to which you are currently connected.
Available InteGrade Pro Servers are displayed here. These are added by selecting Add Server from the Servers dropdown menu above.
This button is used for deleting gradebooks. Click on a gradebook and then click the X.
File Name:
Open
Local...
File Type: InteGrade Pro Gradebook
Cancel
The Local button is for opening a gradebook that is stored locally on the computer you are working on.

4. Click the **Servers** menu at the top left of the screen, and then click **Add Server**.

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5. In the **Server Name** box, enter a name for this server.

   The server name can be any name you want for the connection you are configuring. The name appears with an icon in the left hand side of the Open Gradebook screen. This name should be something that helps you to identify which server the connection is for. For example, if you work at two different schools, you would probably use the school names as the server names.

6. In the **Address** field, enter either an IP address or URL of the server.

   The address is either in the format of 999.999.999.999:9999 or www.xxxxxxxxx.xxx:9999, where the characters to the left of the colon represent the address of the server and the numbers to the right of the colon represent the port number to which you will connect when you access the server.

   If you do not know the address or did not receive an e-mail with this information, contact your system administrator.

7. Click **Add** to add the new server information. A new icon appears in the left hand side of the Open Gradebook screen.

8. Double-click on the new **Server** icon to ensure that you can connect. Your computer uses either your network connection (if you are at school) or uses your pre-configured Internet connection (if you are working at home or elsewhere).

9. Enter your user ID and password.

10. If you are working at more than one school, you can set up access to another school by adding another server.

Adding Server Access – Macintosh Users

When working on gradebooks remotely you need to have at least one server connection configured in your InteGrade Pro software. The connection, which is added to the Open Gradebook screen, allows you to connect to a school's InteGrade Pro network where gradebooks are stored. Each time you open a gradebook, you connect to the school's server and then select the gradebook to open.

Some teachers require connections to more than one remote InteGrade Pro Server computer. For example, teachers who work at more than one school may need to connect to the server for each school when they wish to update their gradebooks.

To add a server:

1. Be sure you are connected to the Internet.

2. Open the InteGrade Pro software.

3. On the InteGrade Pro banner screen, select **Open a gradebook on a server** and click **OK**. The Open Gradebook screen is displayed. This is where you add and remove server access, and open gradebooks.

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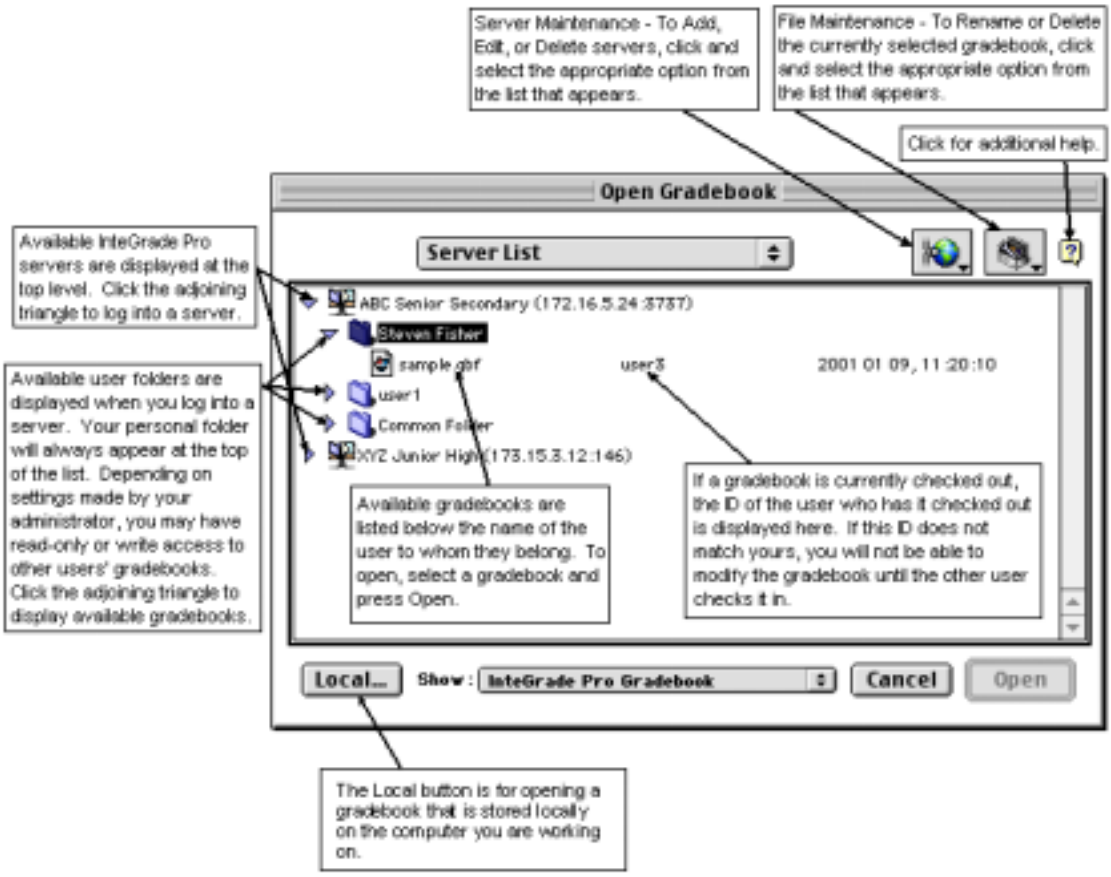
Figure 3-4. Connection to server


Server Maintenance - To Add, Edit, or Delete servers, click and select the appropriate option from the list that appears.
File Maintenance - To Rename or Delete the currently selected gradebook, click and select the appropriate option from the list that appears.
Click for additional help.
Open Gradebook
Server List
Available InteGrade Pro servers are displayed at the top level. Click the adjoining triangle to log into a server.
ABC Senior Secondary (172.16.5.24:3737)
Steven Fisher
sample.gbf
user3
2001 01 09, 11:20:10
Available user folders are displayed when you log into a server. Your personal folder will always appear at the top of the list. Depending on settings made by your administrator, you may have read-only or write access to other users' gradebooks. Click the adjoining triangle to display available gradebooks.
user1
Common Folder
XYZ Junior High (173.15.3.12:146)
Available gradebooks are listed below the name of the user to whom they belong. To open, select a gradebook and press Open.
If a gradebook is currently checked out, the ID of the user who has it checked out is displayed here. If this ID does not match yours, you will not be able to modify the gradebook until the other user checks it in.
Local...
Show:
InteGrade Pro Gradebook
Cancel
Open
The Local button is for opening a gradebook that is stored locally on the computer you are working on.

4. Click the **Maintain Servers** icon in the upper right of the screen, and then click **Add Server**.
5. In the **Server Name** box, enter a name for this server.

   The server name can be any name. The name appears with an icon in the left side of the Open Gradebook screen. This name should be something that helps you identify which server the connection is for. For example, if you work at two different schools, you would probably use the school names as the server names.
6. In the **Address** field, enter either an IP address or URL of the server.

   The address is either in the format 999.999.999.999:9999 or www.xxxxxxxxx.xxx:9999, where the characters to the left of the colon represent the address of the server and the numbers to the right of the colon represent the port number to which you will connect when you access the server.

   If you do not know the address or did not receive an e-mail with this information, contact your system administrator.
7. Click **Add** to add the new server information. A new icon appears on the left of the Open Gradebook screen.
8. Double-click the **server** icon to ensure that you can connect. Your computer uses either your network connection (if you are at school) or your pre-configured Internet connection (if you are working at home or elsewhere).

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9. Enter your user ID and password that your system administrator gave to you.
10. If you are working at more than one school, you can set up access to another school by adding another server.

Opening a Gradebook on the Server – Windows and Macintosh Users

This procedure is for opening gradebooks on your school's server. You can only complete this procedure after you have set up access to the school's server (see "Adding Server Access – Windows Users" on page 29).

Once server access has been set up, you can use this procedure on a regular basis for opening gradebooks on the server.

To open gradebooks on the server:

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software.
3. Select **Open a gradebook on a server**.
4. On the Open Gradebook screen, double-click a **Server** to connect to.
5. After double-clicking the **Server** icon, you are asked to enter your user ID and password. This is the user ID and password assigned to you by your system administrator.
6. You can choose to have InteGrade Pro remember the user ID (or user ID and password) for the server until InteGrade Pro is quit. Use care when choosing to save your password, as this will allow anyone to log in to your user account if you leave your computer unattended and unlocked.

> **NOTE:** If you choose to have InteGrade Pro remember your user ID, InteGrade Pro will remember the user ID until it is quit. If you choose to remember your password, InteGrade Pro will remember your user ID until it is quit or you choose the **Forget Passwords** command (in the **File** menu).
>
> **NOTE:** Because of the security implications, your administrator can disable InteGrade Pro's ability to remember your password.

7. Once you have successfully entered a correct user ID and password, a list of available gradebook files is displayed on the right hand side of the Open Gradebook screen.
8. If you are working on a Macintosh system, a list of available folders will be displayed and you will have to double-click the desired folder to display a list of gradebooks available in that folder. If there are no files displayed, speak to your system administrator.
9. Click on the gradebook file you wish to use and click **Open**. The system updates the gradebook with changes from the administration system and downloads the file to your computer. The update takes place on the Download Gradebook screen where you can also view messages created by your system administrator.
10. Once the download of the gradebook is complete, click **OK** to open the gradebook.

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Viewing Another Teacher's Gradebooks – Windows and Macintosh Users

If system administrator has granted you access to other teachers' gradebooks, you can open and view gradebooks for those teachers.

To view another teacher's gradebooks:

1. Be sure you are connected to the Internet.
2. Open the InteGrade Pro software and select **Open a gradebook** on a server.
3. Double-click a server and log in.
4. From the **Teacher** list, select the name of the teacher whose gradebooks you want to see. If a teacher is not displayed there, you do not have access to that teacher's gradebooks. Speak to your system administrator.

   If you are working on a Macintosh system, other teachers' folders are displayed under the server name and you can double-click on the desired folder.
5. Select the gradebook you want to view and click **Open**. The gradebook opens. Depending on the type of access you have, you may or may not be able to make changes to the information. This is controlled by your system administrator.

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Opening Gradebooks Locally – Windows and Macintosh Users

Even if you configured your system to access gradebooks stored remotely on your school's server, you can still save and open a gradebook locally if you wish, using this procedure.

> **NOTE:** Each time you open a gradebook that was created using a previous version of the InteGrade Pro software, you get a message indicating so. You can view the file but if you make any changes and save the file, you cannot open it using earlier versions of the InteGrade Pro software.

To open gradebooks locally:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Open a gradebook on your computer** and click **OK**.
3. On the Open screen, select the folder on your computer where the gradebook is stored.
4. Click a gradebook file name.
5. Click **Open**. The gradebook opens and the last spreadsheet edited will is displayed.

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Saving Gradebooks

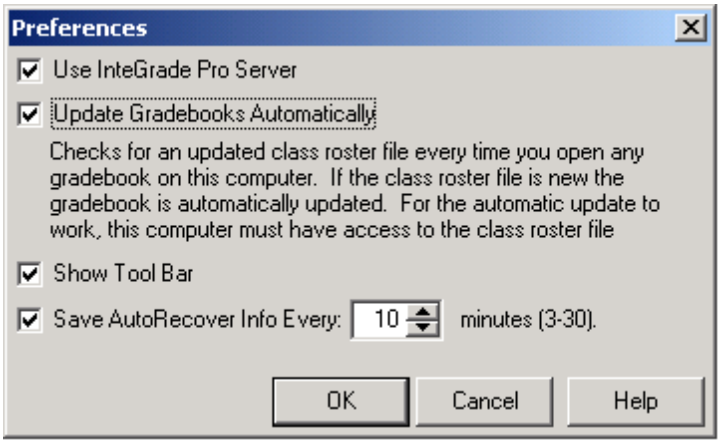
Saving Automatically

You can choose to have your data saved automatically at regular intervals.

To save gradebooks automatically:

1. On the Edit menu, select **Preferences**.

Figure 3-5. Preferences dialog box


Preferences
Use InteGrade Pro Server
Update Gradebooks Automatically
Checks for an updated class roster file every time you open any gradebook on this computer. If the class roster file is new the gradebook is automatically updated. For the automatic update to work, this computer must have access to the class roster file
Show Tool Bar
Save AutoRecover Info Every:
10
minutes (3-30).
OK
Cancel
Help

2. Select how often you want your gradebook saved. You can choose any interval from 3–30 minutes.
3. Click **OK**. These autosaved gradebooks are saved locally regardless of whether you normally connect to the InteGrade Pro Server software or not.

Saving Gradebooks with Another Name or in Another Location – Windows and Macintosh Users

Use this procedure to save a gradebook with a different name or to save the gradebook to a different location (for example, saving a locally-stored gradebook to the school's server).

To save gradebooks with another name or in another location:

1. Be sure you are connected to the Internet.
2. Open the gradebook.
3. On the File menu, select **Save As**.

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4. On the Save As screen,
   - if you are saving an existing gradebook locally but with another name, click the **Local** button. This will take you to the regular Save As screen where you can select a new folder location and type in a new name for the gradebook.
   - to save the gradebook back to the remote server but with a different name, connect to the server, enter the name in the **Name** field and click **Save**. The gradebook will be saved with the new name on the currently connected remote server.
   - to save the gradebook to a different server, you must have already set up server access. Once the server has been added, you can double click on it to connect to it and then save the gradebook in the desired folder on that server.

Closing Gradebooks

To close a gradebook on your computer:

1. On the File menu, select **Close Gradebook**.
2. If you are asked to save changes, click **Yes** to save changes.
3. The gradebook is saved locally on your computer to the same folder from which it was opened.

Closing a Gradebook on the InteGrade Pro Server Software

If you are storing gradebooks remotely on your school's server, closing a gradebook does two things: It saves changes to the gradebook and copies the gradebook to your school's InteGrade Pro Server software.

To close a gradebook on the InteGrade Pro Server software:

1. On the File menu, select **Close Gradebook**.
2. If you are asked to save changes, click **Yes**. The gradebook is saved and copied back to your school's server.
3. Open another gradebook or select **Exit** on the File menu to leave the system.

Reverting to an Earlier Version of the Gradebook

On the File menu, select **Revert to Saved**. The current version closes and the last version that you saved opens.

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Creating Gradebooks - Windows Users

If you would like to create a gradebook template to be used each time a new gradebook is created, see "Using Gradebook Templates" on page 44.

Creating a New Gradebook on Your Computer

This procedure is for Windows users who **do not connect** to the InteGrade Pro Server software.

Creating a new gradebook on your computer using class rosters:

1. Open the InteGrade Pro software and on the InteGrade Pro banner screen, select **Create a new gradebook**. The first screen of the new gradebook wizard is displayed.
2. Click **Next**.
3. Select **Create using class rosters** and click **Next**.
4. Click **Next** after reading about creating a gradebook using class rosters. The Import File screen is displayed.
5. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
6. Click **Open**. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
7. Click **Next**.
8. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
9. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
10. Click **Save**. The class roster information is imported into the new gradebook file and the Save As screen is displayed.
11. Select the folder to store the gradebook in and in the **File Name** field enter a name for the new gradebook.
12. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

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Creating a new gradebook on your computer without classes or students:

1. Open the InteGrade Pro software and on the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**. The first screen of the new gradebook wizard is displayed.
2. Click **Next**.
3. Select **Create without classes or students** and click **Next**.
4. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
5. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
6. Click **Save**. The new blank gradebook will be created and the Save As screen will be displayed.
7. Select the folder to store the gradebook in and in the **File Name** field enter a name for the new gradebook.
8. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

Creating a Gradebook on the InteGrade Pro Server Software

This procedure is for Windows users who connect to the InteGrade Pro Server software.

With this procedure you can create a gradebook at the beginning of the reporting period or any time throughout the reporting period. The new gradebook automatically imports available class roster file information and the gradebook is stored remotely on your school's server.

To create a gradebook on the InteGrade Pro Server software:

1. Be sure your Internet connection is active.
2. Open the InteGrade Pro software.
3. On the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**.
4. Click **Next** on the first screen of the New Gradebook wizard. The New Gradebook screen appears.
5. On the New Gradebook screen, double-click the **Server** icon where you want to save the new gradebook. If you do not have any servers configured, see "Adding Server Access – Windows Users" on page 29 or "Adding Server Access – Macintosh Users" on page 30.
6. Log in to the server with your user ID and password. If you have forgotten these, speak to your system administrator. Once you are successfully logged onto the school server, available gradebooks are displayed.
7. In the **File Name** field, enter a name for the new gradebook. Make sure the name is unique.
8. Click **New**. The system downloads import files and the next screen in the New Gradebook wizard is displayed.
9. Enter your name in the **Teacher Name** field. This name is used on reports and e-mails.
10. Enter the **Incomplete Symbol** value. This is the symbol to be used for identifying incomplete scores.
11. Click **Save**. The gradebook is created, class roster files are imported and the gradebook is displayed in the class viewer.

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Creating a Gradebook Locally When Connected to the InteGrade Pro Server Software

This procedure is for Windows users who normally connect to the InteGrade Pro Server software but wish to save a gradebook locally.

You can create the new gradebook using class rosters exported from your administration system or you can create the new gradebook without students or classes. Select one of the following procedures.

To create a new gradebook locally using class rosters:

1. Open the InteGrade Pro software. You do not need to be connected to the Internet for this procedure.
2. On the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**.
3. On the first screen of the New Gradebook wizard, read the information and click **Next**.
4. Click the **Local** button.
5. Select **Create using class rosters** and click **Next**.
6. Click **Next** after reading about creating a gradebook using class rosters. The Import File screen is displayed.
7. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
8. Click **Open**. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
9. Click **Next**.
10. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
11. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
12. Click **Save**. The class roster information is imported into the new gradebook file and the Save As screen is displayed.
13. Select the folder to store the gradebook in and in the **File Name** field enter a name for the new gradebook.
14. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

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To create a new gradebook locally without classes or students:

1. Open the InteGrade Pro software. You do not need to be connected to the Internet for this procedure.
2. On the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**.
3. On the first screen of the New Gradebook wizard, read the information and click **Next**.
4. Click the **Local** button.
5. Select **Create without classes or students** and click **Next**.
6. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
7. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
8. Click **Save**. The new blank gradebook is created and the Save As screen is displayed.
9. Select the folder to store the gradebook in and in the **File Name** field enter a name for the new gradebook.
10. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

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Creating Gradebooks – Macintosh Users

If you would like to create a gradebook template to be used each time a a new gradebook is created, see "Using Gradebook Templates" on page 44.

Creating a New Gradebook on Your Computer

This procedure is for Macintosh users who do not use the InteGrade Pro Server software. When you first opened the InteGrade Pro you selected an installation option. If you selected to save gradebooks locally, use this procedure to create gradebooks.

To create a new gradebook on your computer using class rosters:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**. The first screen of the new gradebook wizard is displayed.
3. Click **Next**.
4. Select **Create using class rosters** and click **Next**.
5. Click **Next** after reading about creating a gradebook using class rosters. The Import File screen is displayed.
6. Select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
7. Click **Open**. A confirmation screen appears asking you to verify that the information in the selected class roster file is correct.
8. Click **Next**. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
9. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
10. Click **Save**.
11. Select the folder to store the gradebook in and in the **Save file name** field enter a name for the new gradebook.
12. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

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To create a new gradebook on your computer without classes or students:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Create a new gradebook** and click **OK**. The first screen of the new gradebook wizard is displayed.
3. Click **Next**.
4. Select **Create without classes or students** and click **Next**.
5. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
6. Use **Set Password** to assign a password to the gradebook. See "Passwords" on page 22 for more information.
7. Click **Save**.
8. Select the folder to store the gradebook in and in the **Save file name** field enter a name for the new gradebook.
9. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

Creating a New Gradebook on the InteGrade Pro Server Software

This procedure is for Macintosh users who connect to the InteGrade Pro Server software.

With this procedure you can create a gradebook at the beginning of the reporting period or any time throughout the reporting period. The new gradebook automatically imports available class roster file information and the gradebook is stored remotely on your school's server.

To create a gradebook on the InteGrade Pro Server software:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Create a New Gradebook** and click **OK**.
3. Click **Next** on the first screen of the New Gradebook wizard. The Create Gradebook screen appears.
4. On the Create Gradebook screen, double-click a Server icon where you wish to save the new gradebook. If you do not have any servers configured, see "Adding Server Access – Windows Users" on page 29 or "Adding Server Access – Macintosh Users" on page 30.
5. Log in to the server with your user ID and password. If you have forgotten these, speak to your system administrator. If this is your first time logging in, you may be prompted to change your password. Once you have successfully logged onto the school server, all the folders to which you have access are displayed. These include your folder and the "Common Folder" (stores all the template files). Navigate to the folder you wish to store the new gradebook file in.
6. In the **Save File Name** field, enter a name for the new gradebook. Make sure the name is unique.
7. Click **Save**. The system downloads import files and the next screen in the New Gradebook wizard is be displayed.
8. Enter your name in the **Teacher Name** field. This name is used on reports and e-mails.

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9. Enter the **Incomplete Symbol**. This is the symbol to be used for identifying incomplete scores.
10. Click **Save**. The gradebook is created, class roster files imported and the gradebook is displayed in the class viewer.

Creating a New Gradebook Locally

This procedure is for Macintosh users. Use it only if you configured the InteGrade Pro software to connect to the school's server but you wish to save a gradebook locally. If you did not set the InteGrade Pro software to connect to the InteGrade Pro Server software and you always save gradebooks on your computer, see "Creating a New Gradebook on Your Computer" on page 37.

If you wish to create a gradebook and store it remotely on the school's network server, see "Creating a Gradebook on the InteGrade Pro Server Software" on page 38.

You can create the new gradebook using class rosters exported from your administration system or you can create the new gradebook without students or classes. Select one of the following procedures.

To create a new gradebook locally using class rosters:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Create a New Gradebook** and click **OK**.
3. On the first screen of the New Gradebook wizard, read the information and click **Next**.
4. Click the **Local** button.
5. Select **Create using class rosters** and click **Next**.
6. Click **Next** after reading about creating a gradebook using class rosters. The Import File screen is displayed.
7. On the Import File screen, select the class roster file to use when creating the gradebook. The class roster file must be accessible to complete the import.
8. Once you have selected the file to use, click **Open**. A confirmation screen will appear asking you to verify that the information in the selected class roster file is correct.
9. Click **Next**.
10. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
11. Click **Save**. The class roster information is imported into the new gradebook file and a saving file screen is displayed.
12. Select the folder to store the gradebook in and in the **Save file name** field enter a name for the new gradebook.
13. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

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To create a new gradebook without classes or students:

1. Open the InteGrade Pro software.
2. On the InteGrade Pro banner screen, select **Create a New Gradebook** and click **OK**.
3. On the first screen of the New Gradebook wizard, read the information and click **Next**.
4. Click the **Local** button.
5. Select **Create without classes or students** and click **Next**.
6. Make desired edits to the **Teacher Name** and **Incomplete Symbol** fields.
7. Click **Save**.
8. Select the folder to store the gradebook in and in the **Save file name** field enter a name for the new gradebook.
9. Click **Save**. The gradebook is saved with the new name and displayed in the class viewer.

Using Gradebook Templates

When you create a gradebook, the InteGrade Pro software searches for a template gradebook whose contents and option settings will be included in the new one. This template file must be named **template.gbf**.

Subsequent imports of administrative data will only overwrite the INC symbol and grade tables with the same name. All other data remains unchanged in the gradebook.

Although anyone can create a template gradebook, it is generally the system administrator who is responsible for creating the template.

Location of Gradebook Template Files

Template files used on a client connected to the InteGrade Pro Server software must be stored in one of the following folders:

- In the IGPDATA user folder.
- In the IGPDATA "_Common" folder.
- In the InteGrade Pro software application folder.

Template files used for local and network imports must be stored in one of the following folders:

- In the same folder as your class roster file.
- In the parent folder of the folder containing the class roster file.
- In the InteGrade Pro software application folder.

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Creating a Template Gradebook and Template Classes

To create a template gradebook and template classes:

1. Create a new gradebook without importing any class roster files.
2. Set the options for **Display**, **Grading Rules**, and any other standard settings required by the teachers who will be using this template. You do not need to include students or classes.
3. Add default classes. For example if you want every gradebook to have a Math and an English class, create default classes for each of these. Each time a gradebook is created using the template, the gradebook will automatically contain the default classes.
4. Add a template class if you wish. You can create a template class that includes standard spreadsheets that you want applied to the creation of any new classes that are imported. For example, you can create a template class labelled “template” and add several spreadsheets to it. Then each time a user imports classes from the class roster file using the template file, each imported class will have those template spreadsheets added to it.
5. Save the gradebook as **template.gbf**. Be sure to store the gradebook in the appropriate location for the type of system being used. See the previous section.

Data Copied when a Template Is Used

All settings of the template gradebook will be copied to gradebooks created using the template. These settings include:

- All display settings.
- All grading rules.
- Default students. Students added via template will be considered manually added unless subsequently imported.
- Default classes. Classes added via template will be considered manually added unless subsequently imported.
- Any template classes you created.
- Report settings.

The following data copied from the template gradebook is overwritten each time information is imported from an administration system:

- The incomplete symbol.
- Any grade tables with the same name.

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Renaming Gradebooks

To rename gradebooks for Windows:

1. Open the InteGrade Pro software.
2. Start the process for opening a gradebook
3. On the Open gradebook screen, right-click on the gradebook name you want to change.
4. Select **Rename** on the right-click menu.
5. Type in the new name and press **Enter**. The name of the gradebook is changed.

To rename locally stored gradebooks for Macintosh:

1. From the desktop, open the InteGrade Pro folder where your gradebooks are stored.
2. Click on the gradebook whose name you want to change.
3. Click on the name portion of the gradebook icon, highlighting it.
4. Delete the existing name and type in a new name.

> **NOTE:** You can also open and gradebook and select the **Save As** option on the File menu. This enables you to save a gradebook with a different name. If you do this, you will have two copies of the file: one with the original name and one with the new name.

To rename remotely stored gradebooks for Macintosh:

1. Open the InteGrade Pro software.
2. Start the process for opening a gradebook on a remote server.
3. On the Open Gradebook screen, click the gradebook to rename.
4. Click the **Toolbox** icon in the upper right corner of the screen and select **Rename**.
5. In the **Rename** field, type a new name for the gradebook and click **Rename**. The name of the gradebook is changed and your list of gradebooks refreshed.

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Gradebook Sample Data

The InteGrade Pro software comes with a sample class loaded with data that you can use to experiment. This sample class is available whether you are running the demonstration or an authorized version of the software.

To access the sample class:

1. Open a gradebook locally on your computer.
2. Select **SAMPLE.GBF** from the Open Gradebook. The sample class loads. If you cannot find the sample gradebook, speak to your system administrator.
3. Try the menu commands. View the Help menu. Enter or change data.
4. When you have finished working with the sample data, select **Close Gradebook** on the File menu. To preserve the sample data for the next time, be sure to select **No** when asked to save changes.

Importing Data to a Gradebook

Importing data is the preferred method of adding students and classes to your gradebook. Only by importing data from your school's administration system can you electronically export data back to the main office at the end of a term.

Importing Rosters, Comments, or Scores

The class roster file is the central piece of information imported. For class rosters, the import process brings demographic data, letter grade tables, and other data associated with the student and class rosters. The exact information imported can vary depending on the administration system providing the data.

When importing from a CLxxxxx.GRD file, gradebook fields that contain data are not overwritten by administration system data unless your administrator has set the system to do so. When the administrative system overrides are turned on, the following data in the gradebook is overwritten:

- Student Demographics: Any student demographic field with the exception of the Advanced fields.
- Advanced Fields: Any field in the Advanced Fields section of the Classes, Communication, and Students screens.
- Type Sets: Any field in a Type or Type Set.

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To import Rosters, Comments, or Scores:

1. Open the InteGrade Pro software.
2. Open the gradebook into which you want to import data.
3. On the File menu, choose **Import into Gradebook**.
4. Select the file and click **Import**.

Most people import at the beginning of the school year, but you can run the import process at any time. For example, if many students transfer into your classes, the main office can give you an import file to update your gradebook. This file adds new information to your gradebook, but does not change existing information.

Importing Tasks, Spreadsheets, or Classes

This feature of the InteGrade Pro software lets you import one or more tasks, spreadsheets, or classes from another gradebook into your own.

To import tasks, spreadsheets, or classes:

1. Open the InteGrade Pro software.
2. On the Task Menu, select **Import Tasks**.
3. On the Import Tasks screen, click **Save Gradebook Now**, then click **Next**.
4. Select the gradebook file you want to import from and click **Open**.
5. Choose whether you want to import classes, spreadsheets, or tasks and click **Next**. You can import tasks only from numeric or skill spreadsheets.
6. Select the specific items you want to import from that gradebook to yours. Use the **All** and **None** buttons to quickly select and deselect.
7. Click **Import**.

When Importing From Other Products

The InteGrade Pro software can work with data from the following Pearson School Systems products:

- SASI educational software
- CIMS® software

For complete details of importing from and exporting to other products, please see InteGrade® Pro Administrator's Guide Version 9.4.

The NCS ABACUSxp™ Software Before you can import an NCS ABACUSxp™ file, you must import a related SASI CLxxxxxx.GRD file.

Previous Versions of the InteGrade Pro Software Users of previous versions of the InteGrade Pro software can open their gradebooks using the current version. However, once you save a previous version gradebook using the current version, you cannot reopen the gradebook in its original version.

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The CIMS Student Software If you are using the CIMS student software as your administration system, you need to convert files from the CIMS format into the InteGrade Pro software format using the InteGrade Pro/CIMS File Converter before importing. See the *InteGrade Pro System Administrator's Guide* on Customer Link for instructions on using this converter.

Reviewing Imported Data

After importing student and class data, you should confirm that the data has transferred correctly into your gradebook.

Look for fields that are blank when you know that there should be data, or fields that show unrecognizable characters. If you find any indication of corrupt or missing data, close the gradebook without saving or delete the corrupt data. Begin the import process again with a new file provided by your system administrator.

To review student data:

1. Open the InteGrade Pro software.
2. On the Setup menu, select **Students**.
3. Review the list of students in the Students screen.
4. Click on several students at random and review the tabs to the right of the list. Importing does not fill in every field for all tabs. You can enter additional student information at this time.
5. Click **Close** when you are finished reviewing.

   When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.

   This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

To review class data:

1. Open the InteGrade Pro software.
2. On the Setup menu, select **Classes**.
3. Review the list of classes in the Classes screen.
4. Review the tabs for several of the classes. Check that the **Students** tab contains the number of students that you expect to have in that class. You can enter additional class information at this time.
5. Click **Close** when you are finished reviewing.

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Importing Automatically from Your Administration System

When you install the InteGrade Pro software, you can choose to automatically update your gradebook every time you open it. You can also choose to do this from within the system. To update the gradebook automatically when the gradebook is stored locally on your computer, you must have access to the class roster file for the update to be completed successfully.

If you are using the InteGrade Pro software to connect to the InteGrade Pro Server software, this update occurs automatically every time you open a gradebook that is stored remotely on the server.

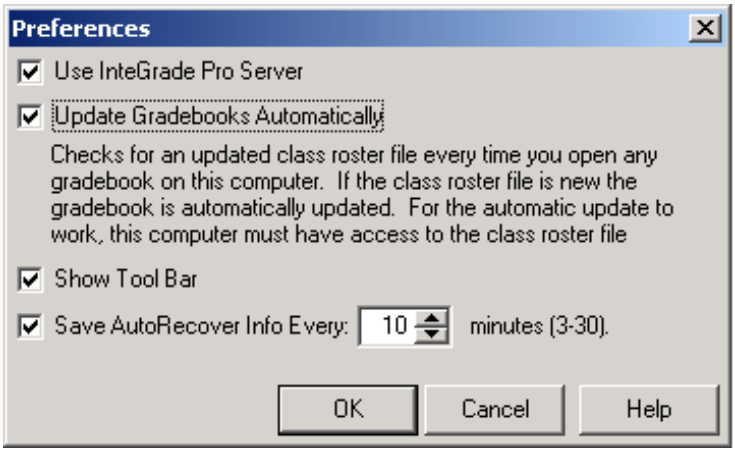
Before you can receive automatic updates from your administration system, you must first import a class roster file from the administration system.

You can receive automatic updates from the administration system only if your computer and the administration system are connected through a network.

To automatically update your gradebook every time you open it:

1. Open the gradebook into which you want to import data.
2. On the Edit menu, select **Preferences**.
3. Select **Update Gradebooks Automatically** and click **OK**.

Figure 3-6. Preferences dialog box


Preferences
Use InteGrade Pro Server
Update Gradebooks Automatically
Checks for an updated class roster file every time you open any gradebook on this computer. If the class roster file is new the gradebook is automatically updated. For the automatic update to work, this computer must have access to the class roster file
Show Tool Bar
Save AutoRecover Info Every: 10 minutes (3-30).
OK
Cancel
Help

If this feature is selected, when you open a gradebook, the system searches for the latest CLxxxxxx.GRD file exported by the administration system. This file imports data to update class rosters, class and student information, and inactive students. A progress bar displays indicating the status of the automatic update. When an automatic update finishes, a message displays stating that the process is complete.

When importing from a CLxxxxx.GRD file, gradebook fields that contain data are not overwritten by administration system data unless your administrator has set the system to do so. When the administrative system overrides are turned on, the following data in the gradebook is overwritten:

- Student Demographics: Any student demographic field with the exception of the Advanced fields.

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- Advanced Fields: Any field in the Advanced Fields section of the Classes, Communication, and Students screens.
- Type Sets: Any field in a Type or Type Set.

If you are using a Windows-based computer on your school's network and you do not connect to the InteGrade Pro Server software, you must choose your import file from a mapped network drive. It must start with a drive letter (for example, G:\igpro\CLxxxxxx.grd.)

If you need to run the product on a stand-alone computer, you can switch off the network feature. When you want to go back to the network, you can switch it back on.

It doesn't matter whether the InteGrade Pro software links to an administration system via a network or if you run both this system and your administration system from a stand-alone computer. The InteGrade Pro software must be able to find the class roster file for the update to work.

Error Messages

- If the system cannot find the location of your class roster file to update the gradebook, the following message displays:

```
InteGrade Pro was not able to update your gradebook because it could not find
the following location:
```

NOTE: The path the system is looking for displays (for example, C:\igpdata). Click **Browse** to specify another location or select the checkbox to work off-line.

- If the system cannot find a class roster file corresponding to the gradebook file being opened, the following message displays:

```
InteGrade Pro was unable to update your gradebook because it could not find a
class roster file for your gradebook in the following location:
```

NOTE: The path the system is looking for displays (for example, C:\igpdata). If you cannot find the correct path, contact your network administrator.

- If the system cannot update your gradebook for some reason (for example, the network connection is down), you can still open your gradebook. If this happens, the following message displays:

```
InteGrade Pro was unable to update your gradebook because it found problems
importing a class roster file from your administration system.
```

NOTE: Contact your network administrator for help in updating your gradebook.

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Setting Up Grading Rules

Use the Grading Rules screen to set up attendance codes, grade tables, special scores, and type sets.

Setting Up Attendance Codes

Use attendance codes to explain why a student is absent. If you created a gradebook by importing a class roster file from an administration system, you must use the existing system codes, so that the file exports correctly.

This table lists the system codes and their late and absent values. These codes are used in the Class Attendance report and the Student Attendance report where the summaries list Late, Absent, and Present. For example, a Tardy and an Excused Tardy both are included in the Late category, and an Excused counts as an Absent. If you create a new attendance code, you must assign one of these system codes to it, so that those reports are created correctly.

Table 3-1. System codes

Code	Late	Absent
Activity	0	0
Dismissed	0	0.5
Excused	0	1
Excused Tardy	1	0
Not Enrolled	0	0
Present	0	0
Suspended	0	1
Tardy	1	0
Undefined	0	0
Unexcused	0	1
Unexcused Tardy	1	0
Unverified	0	1

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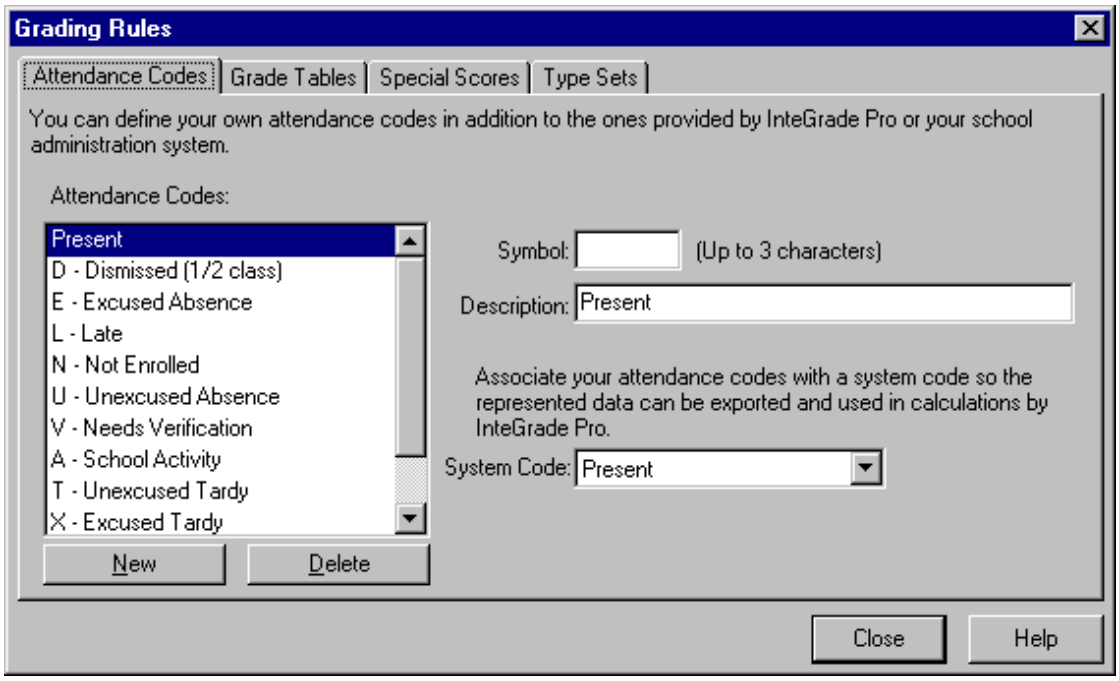
To set up attendance codes:

1. Open the InteGrade Pro software.
2. On the Setup menu, select **Grading Rules**.
3. Click the **Attendance Codes** tab.

Figure 3-7. Attendance Codes tab



4. Review the existing codes. These default codes are either provided by the product or imported from your administration system when you import a class roster file.
5. If necessary, click **New** to create a new attendance code.
   - If you create a new attendance code in a gradebook created by importing a class roster file from an administration system, you must assign one of the existing system codes to it.
   - If you create a new attendance code in a gradebook that was manually created, you must assign one of the default system codes to it.
6. Click **Close**.

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Setting Up Grade Tables

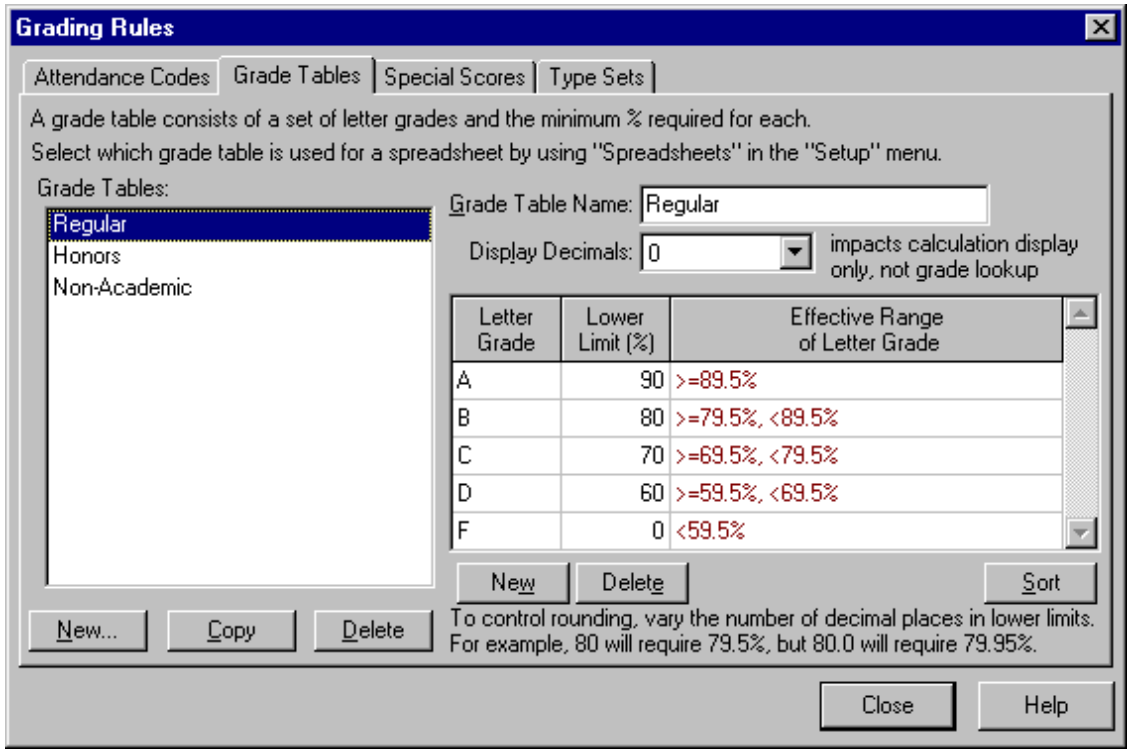
Grade tables are assigned to student groups in individual numeric spreadsheets. When InteGrade Pro is looking up a letter grade, it will search the grade table and determine which effective range matches the student's percentage.

The InteGrade Pro software comes with three default grade tables.

To set up grade tables:

1. Open the InteGrade Pro software.
2. On the Setup menu, select **Grading Rules**.
3. Click the **Grade Tables** tab.

Figure 3-8. Grade Tables tab



On the left side of this screen is a list of grade tables. Each grade table consists of a list of letter grades and lower limits. You can select each sample grade table and review its letter grades.

- To create a new grade table, click the **New** button located under the Grade Tables list. Type the name of your new grade table and click **Create**.
- To create a grade table by copying an existing table, select a table and click **Copy**. Your new grade table has "copy" at the end of its name.
- To rename an existing grade table, select the table and type its new name in the **Grade Table Name** field.

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On the right side of this screen is the list of letter grades associated with the selected grade table. When InteGrade Pro looks up a letter grade for a student, it searches for the Effective Range within which the student's percentage lies.

Zeroes after the decimal point matter. For example:

- If your lower limit for A is 90% an A will start at 89.5%.
- If you change this lower limit to 90.0%, an A will start at 89.95%.
- If you change this lower limit to 90.00%, an A will start at 89.995%.
- If you change this lower limit to 90.000%, an A will start at 89.9995%.

With a lower limit including three decimals, your grading lookup is accurate to 1 question in 2,000.

- To create a new letter grade, click the **New** button located under the Letter Grade and Lower Limit area. With that cell selected, type the letter, then select the adjoining cell and type the lower limit for that grade.
- To modify one of the existing grades, select that cell and overwrite its contents.
- To sort the grade table from highest to lowest percentage, click the **Sort** button located under the Letter Grade and Lower Limit area.

Display Decimals is unrelated to letter grade lookup. This setting affects how many decimals are display on the main spreadsheet. The rounding rules as describe previously are used for the actual Letter Grade lookup.

When you are done, click **Close**. The table is now available for use, but it is not saved until you save the gradebook.

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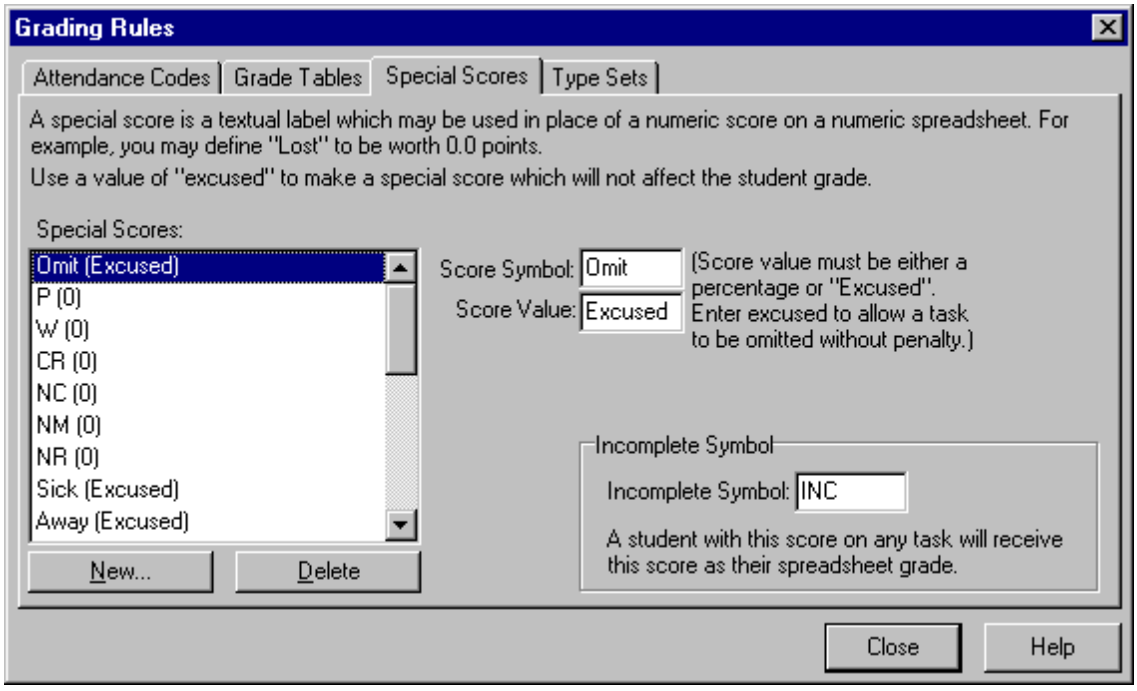
Setting Up Special Scores

A special score is a numeric score represented by a text label.

To set up special scores:

1. Start the InteGrade Pro software.
2. On the Setup menu, select **Grading Rules**. Click the **Special Scores** tab.

Figure 3-9. Special Scores tab


Grading Rules
Attendance Codes
Grade Tables
Special Scores
Type Sets
A special score is a textual label which may be used in place of a numeric score on a numeric spreadsheet. For example, you may define "Lost" to be worth 0.0 points.
Use a value of "excused" to make a special score which will not affect the student grade.
Special Scores:
Omit (Excused)
P (0)
W (0)
CR (0)
NC (0)
NM (0)
NR (0)
Sick (Excused)
Away (Excused)
New...
Delete
Score Symbol: Omit
Score Value: Excused
(Score value must be either a percentage or "Excused". Enter excused to allow a task to be omitted without penalty.)
Incomplete Symbol
Incomplete Symbol: INC
A student with this score on any task will receive this score as their spreadsheet grade.
Close
Help

3. Review the special scores that are already predefined for your convenience.
   - To modify the score for any of the predefined special scores, select the score and type its new value in the **Score Value** field.
   - To modify the name for any of the predefined special scores, select the score and type the new name in the **Score Symbol** field.
   - To create a new special score, click **New**, type a name, and define the value.
   - To delete a special score, select the score, click **Delete**, and click **Yes** to confirm the deletion.
4. Review the symbol used to indicate an incomplete score. The default is INC.
5. Click **Close**.

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Setting Up Type Sets

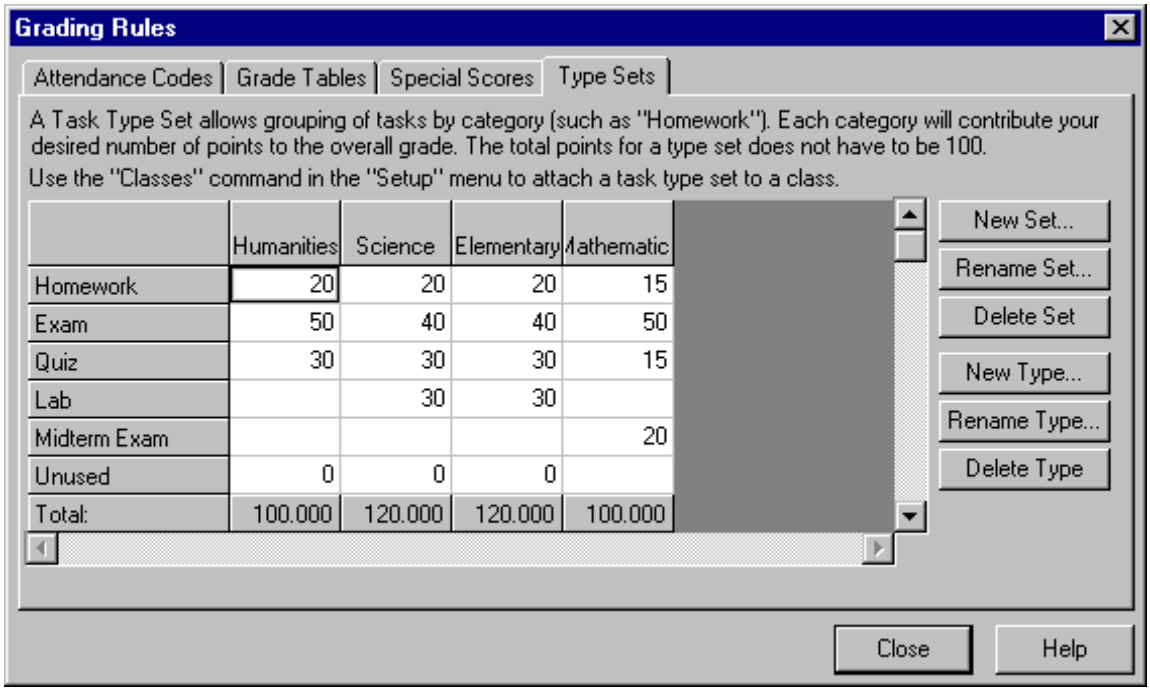
Type sets let you group task types into categories. The system comes with sets already defined.

You assign a type set to a particular class when you select **Classes** on the Setup menu

To set up type sets:

1. Start the InteGrade Pro software.
2. On the Setup menu, select **Grading Rules**.
3. Click the **Type Sets** tab and review the list of types (Homework, Exam, Quiz).

Figure 3-10. Type Sets tab


Grading Rules
Attendance Codes
Grade Tables
Special Scores
Type Sets
A Task Type Set allows grouping of tasks by category (such as "Homework"). Each category will contribute your desired number of points to the overall grade. The total points for a type set does not have to be 100.
Use the "Classes" command in the "Setup" menu to attach a task type set to a class.
Humanities
Science
Elementary
Mathematic
Homework 20 20 20 15
Exam 50 40 40 50
Quiz 30 30 30 15
Lab 30 30
Midterm Exam 20
Unused 0 0 0
Total: 100.000 120.000 120.000 100.000
New Set...
Rename Set...
Delete Set
New Type...
Rename Type...
Delete Type
Close
Help

4. To create a new type, click the **New Type** button, type a new type name, and click **Create**. The type displays in the list at the left.
5. Review the sets (Humanities, Science, Elementary).
6. To create a new set, click **New Set**, type a new set name, and click **Create**. The set displays as a column heading across the top of the table.
7. To add a type to a set, enter a numerical weight in the appropriate cell in the Type Set chart. You do not need to assign all the sets you create. The numbers do not have to total 100.
8. Click **Close**.

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Modifying Type Sets First, select a cell in the grid to choose the type or set to modify.

- To rename a Type, click **Rename Type**, enter the new name, and click **Rename**.
- To rename a Set, click **Rename Set**, enter the new name, and click **Rename**.
- To delete a Type, click **Delete Type**. Click **Yes** to confirm the deletion or **No** to cancel this action.
- To delete a Set, click **Delete Set**. Click **Yes** to confirm the deletion or **No** to cancel this action.

Adding Students

If you manually created a gradebook, you can manually enter data at any time after creating the gradebook. If your gradebook was created automatically from class roster files, it is updated by them automatically as well.

To add students:

1. Open the InteGrade Pro software.
2. On the Setup menu, choose **Students**.
3. Click **New**, then click **Next**.
4. Enter the student's first and last name and student number. The name is a required field.
5. Click **Next**.
6. Select the class or classes to which you want to add the student. Use the **All** or **None** buttons to speed up your selection. If a class is not there, you will have to add it and return to this step later.
7. Click **Create**.
8. Repeat Steps 2-6 for all remaining students.
9. Click **Close**.

NOTE: If you select **Show Advanced Fields**, you see information used when the InteGrade Pro software shares data with another software program. You should not change the information in these fields. If you need to change the field information, contact your System Administrator.

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Adding Classes

To add classes:

1. Open the InteGrade Pro software.
2. On the Setup menu, choose **Classes**.
3. Click **New**, then click **Next**.
4. Type the class name and click **Next**.
5. Select a task type set from the drop-down list and click **Next**.
6. Select the students registered in this class. Use the **All** or **None** buttons to speed up your selection. If a student is not there, you will have to add them and return to this step later.

   When you add students to the new class, the InteGrade Pro software looks for existing classes with that student. The system also determines whether these existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied and you must add the student's scores and note information manually to the new class.

   This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.
7. Click **Next**.
8. On the New Class screen, select the spreadsheets you want created and click **Create**.
9. Repeat Steps 2–7 for all classes.
10. Click **Close** when you are finished.

> **NOTE:** If you select **Show Advanced Fields**, you see information used when the InteGrade Pro software shares data with another software program. If you click the padlock icon, you can change the information in these fields. However you should do so only under the direction of your system administrator.

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Adding Groups

To add groups:

1. Open the InteGrade Pro software.
2. On the Setup menu, choose **Groups**.
3. Click **New**.
4. Type the group name and click **Create**.
5. Define the group by using the **Conditions** and **Exceptions** tabs.
6. Repeat Steps 1-5 for all groups.
7. Click **Close** when you are finished.

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Adding Grading Groups

To add grading groups:

1. Open the InteGrade Pro software.
2. Select the class for which you want to use the spreadsheet.
3. On the Setup menu, select **Spreadsheets**. Click the **Grading** tab.
4. Select a numeric spreadsheet.
5. Click **Add Group**.
6. Select a group and click **OK**.
7. Using the drop-down list, select the appropriate grade table.

   The highest priority grading group is located at the top of the list.
8. Click **Up** or **Down** to adjust the priority as necessary.

   To determine which grading table is used for a student, first determine which groups the student is a member of. Then determine which group has the highest priority. The grading table associated with the highest priority group is used.
9. Repeat Steps 1-6 for all grading groups.
10. Click **Close** when you are finished.

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Working Securely

Using Gradebook Passwords

Security is important when dealing with confidential matters such as student grades. If you are storing your gradebooks locally on your computer, Pearson School Systems recommends that you set up a gradebook password to prevent unauthorized access to your gradebook file. If you are storing your gradebooks on the school's server, your network login password protects your gradebook files from unauthorized access by other users.

When using gradebook passwords, consider the following:

- Leave your password with the school office, in case you forget it or are absent and a substitute teacher needs access to your class files.
- Avoid writing down your password and leaving it where someone else can find it.
- Delete password protection just before archiving your gradebook file. You should remove the password so that others can access the file in the future.

When creating gradebook passwords, avoid obvious ones such as your initials, or the names of your children, pet, or spouse. Consider mixing digits and characters to form recognizable words, such as 4EST (forest), or XLR8 (accelerate), or 4MUL8 (formulate). Another secure method is to link common words with a special character. For example, WORK+LATE, or EAT-LUNCH. This type of password is easy to remember, but very hard to guess.

> **NOTE:** If you experience problems accessing your gradebook with your gradebook password or you forget your gradebook password, call Pearson School Systems Technical Support at (800) 282-4490 for assistance.

Setting up a New Gradebook Password

You can only complete this procedure for gradebooks stored locally on your computer. If your gradebooks are stored remotely on the school's server, you can change your network login password. Changing your login password will accomplish the same level of security for your files as having a gradebook password.

To set up a new gradebook password:

1. Open a gradebook file that is stored locally on your computer.
2. On the Setup menu, select **Password**.
3. Type your password and click **Next**.
4. Type your password again to confirm it and click **Next**.
5. Click **OK** to set the password.

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Changing a Gradebook Password

You can only complete this procedure for gradebooks stored locally on your computer. If your gradebooks are stored remotely on the school's server, you can change your network login password. Changing your login password will accomplish the same level of security for your files as having a gradebook password.

To change a gradebook password:

1. Open the InteGrade Pro software.
2. On the Setup menu, select **Password**.
3. Type your password and click **Next**.
4. Select **Change password to**.
5. Type the new password and click **Next**.
6. Type your password again to confirm it and click **Next**.
7. Click **OK**.

Deleting a Gradebook Password

To delete a gradebook password:

1. On the Setup menu, select **Password**.
2. Type your password and click **Next**.
3. Select **Remove password protection** and click **Next**.
4. Click **OK**.

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Changing Your Network Login Password

If you are using the InteGrade Pro software connected to the InteGrade Pro Server software (network), you can change your network access password any time you wish. Pearson School Systems recommends that you change your password from time to time to maintain system security.

> **NOTE:** This does not apply a password to a gradebook. For teachers who are working remotely using the server functionality of the InteGrade Pro software, there is no gradebook password feature. Your network password is sufficient for system security. For users who are not using the server functionality of the InteGrade Pro software, you can still assign a password to gradebooks using the procedure for creating gradebook passwords.

To change your network login password (not a gradebook password):

1. Open any gradebook.
2. On the Setup menu, select **Password**.
3. On the first Password screen, enter your current password and click **Next**.

   If you have just logged on and the system has prompted you to change your password, this first screen is not displayed and you can go to step 4).
4. On the next screen, enter a **New Password**.
5. On the next screen, enter the **New Password** again to confirm it and click **Next**.
6. On the Password verification screen, click **OK** to complete the process.

The next time you attempt to connect to the server, you must use your new password.

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Locking a Gradebook

You can lock your gradebook quickly, to prevent unauthorized viewing and access. The password you use to unlock a gradebook depends on how you are using the InteGrade Pro software. If you connect to the InteGrade Pro Server software, use your network login password. If you only store gradebooks locally, use the gradebook password.

To lock a gradebook:

1. On the Setup menu, select **Lock Gradebook**, or press **Ctrl** + **K**. (If you have not set a password, this choice is grayed out.)

Unlocking a Gradebook

To unlock a gradebook:

1. Click **Unlock**. The Unlock Gradebook screen displays.
2. Type either the gradebook password or your network login password.
3. Click **OK**. The gradebook is unlocked and you can see the data.

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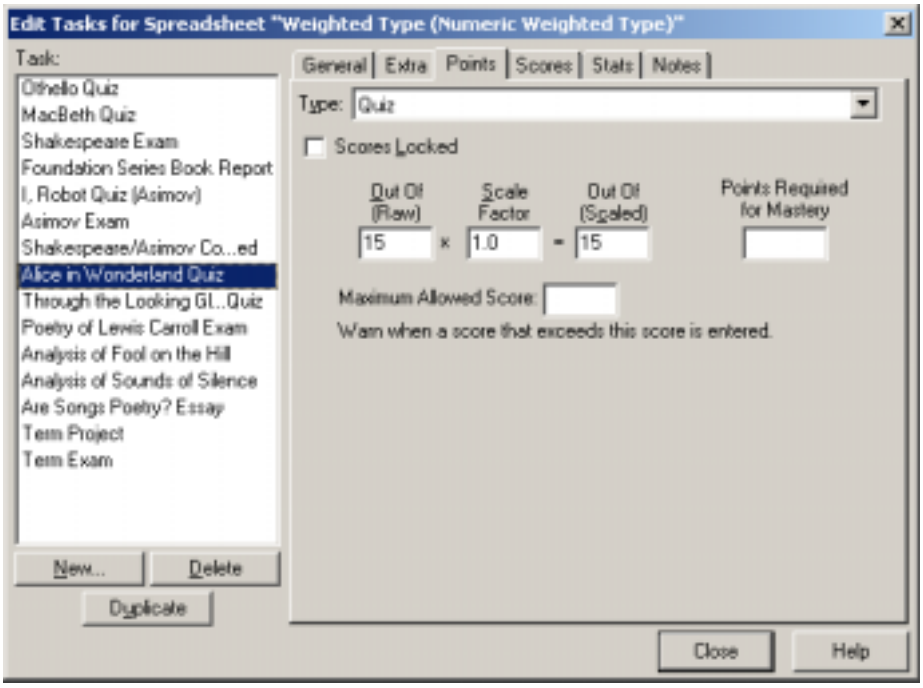
Locking and Unlocking Scores

After you have entered scores for a particular task, you can lock them so that they cannot be accidentally overwritten.

To lock and unlock scores:

1. On the Tasks menu, select **Edit Task**.
2. Select the **Points** tab.
3. Select a task.

Figure 3-11. Selecting a task



4. Select the **Scores Locked** checkbox.
5. Click **Close**. You cannot change the scores for that particular task.
6. To unlock the scores, repeat steps 1–3 and then clear the **Scores Locked** checkbox.

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4 Working With Spreadsheets

InteGrade Pro gradebook software provides a numeric and a skill spreadsheet for each class by default. An End Term spreadsheet is created when you import a class roster file from your administration system. You can also create an attendance spreadsheet.

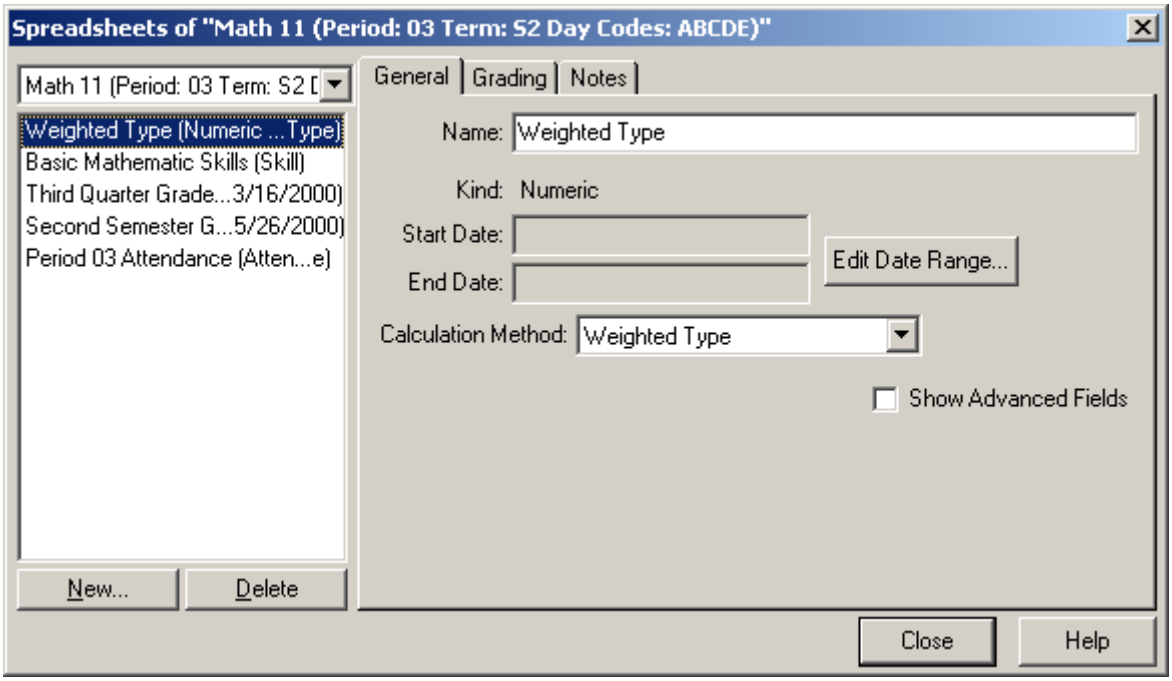
You can define as many spreadsheets as you need for a particular class. Many users create separate numeric spreadsheets for each term or semester.

As you work, you can open more than one class viewer to switch quickly from one spreadsheet to another.

Managing Spreadsheets

Use the Spreadsheets screen from the Setup menu to manage your spreadsheets and to add grading groups.

Figure 4-1. Spreadsheets dialog box



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Manage Spreadsheets

On the left side of this screen is the list of spreadsheets. The General tab lists details of the selected spreadsheet.

- The **Name** appears in reports and whenever you select a spreadsheet. You can rename a spreadsheet without affecting End Term export.
- The **Kind** is selected when you create a spreadsheet and can not be changed later.
- **Start Date** and **End Date** define the date range the spreadsheet covers. For attendance spreadsheets, this affects which days you can enter attendance. For other spreadsheets, this affects whether the spreadsheet should be included in the Multi-Class Report.
- **Calculation Method** (which appears only when a numeric spreadsheet is selected) controls whether the spreadsheet should use total points or weighted type. This affects the way your overall spreadsheet grade is calculated, and should not be changed without careful consideration.

To create new spreadsheets:

1. Select the class for which you want to use the spreadsheet.
2. On the Setup menu, select **Spreadsheets**. Click **New**.
3. On the New Spreadsheet screen, select the type of spreadsheet you want to create.
   - If you select an attendance spreadsheet and click **Next**, you must enter a spreadsheet name as well as a start and end date.
   - If you select numeric spreadsheet and click **Next**, you must enter a spreadsheet name. Numeric spreadsheets will have the default grading group, which is the All group paired with the Regular grade table.
4. Click **Create**.
5. Select the **Notes** tab and type a short description of this spreadsheet.
6. Click **Close**.

To rename spreadsheets:

1. Select the class that uses the spreadsheet you want to rename.
2. On the Setup menu, select **Spreadsheets**. Select the spreadsheet to rename.
3. On the **General** tab, type a new name in the **Name** field.
4. Click **Close**.

To delete spreadsheets:

1. Select the class that uses the spreadsheet you want to delete.
2. On the Setup menu, select **Spreadsheets**. Select the spreadsheet.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion. When you delete a spreadsheet, all tasks, scores, spreadsheet notes for the students, and score notes are permanently lost.

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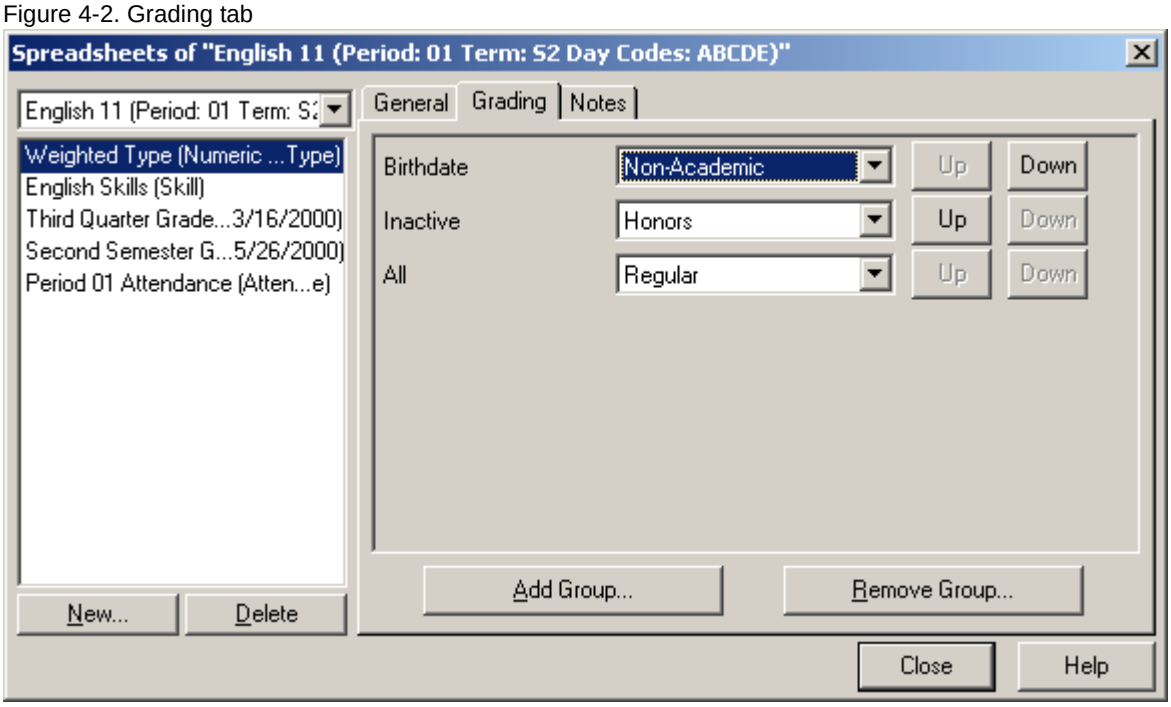
Setting Up Grading Groups

On the left side of this screen is the list of spreadsheets. The Grading tab lists the assigned grading groups for the selected spreadsheet. A grading group is composed of one group that is paired with one grade table.

Figure 4-2. Grading tab



- Each **Group** is added by clicking the **Add Group** button.
- The **Grade Table** is selected after a group is added.
- The priority of the grading group is highest at the top of the list. The **Up** and **Down** buttons can be used to change the priority levels.

NOTE: Grading tables, and thus grading groups are only available for numeric spreadsheets.

To create new grading groups:

1. Select the class for which you want to use the spreadsheet.
2. On the Setup menu, select **Spreadsheets**. Click the **Grading** tab.
3. Select a numeric spreadsheet.
4. Click **Add Group**.
5. Select a group and click **OK**.
6. Using the drop-down list, select the appropriate grade table.

   The highest priority grading group is located at the top of the list.

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7. Click **Up** or **Down** to adjust the priority as necessary.

   To determine which grading table is used for a student, first determine which groups the student is a member of. Then determine which group has the highest priority. The grading table associated with the highest priority group is used.

8. Click **Close**.

To delete grading groups:

1. Select the class that uses the spreadsheet you want to delete.
2. On the Setup menu, select **Spreadsheets**. Click the **Grading** tab.
3. Select the numeric spreadsheet you wish to delete a grading group from.
4. Click **Remove Group**.
5. Select the group to remove and click **OK**.

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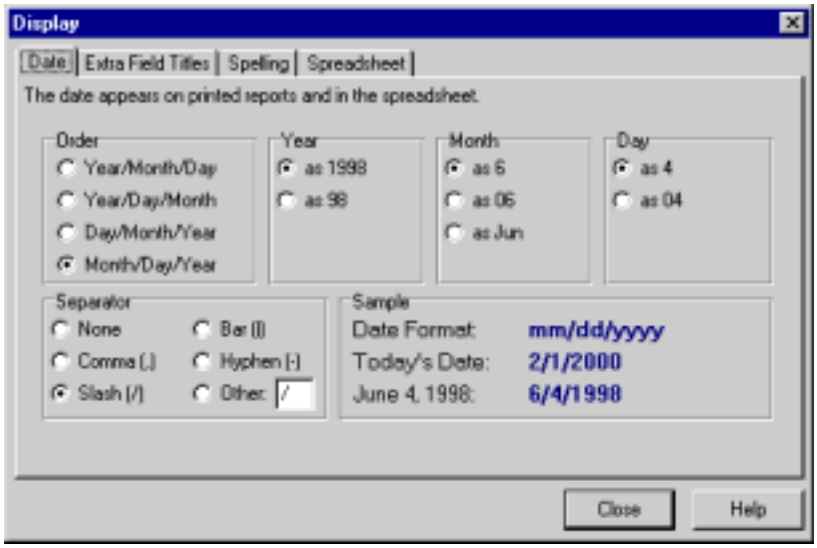
Changing the Look of a Spreadsheet

You can choose your preferred date format, the titles for the extra (user-defined) fields, and how you want your spreadsheets to display. The spell checking options are described in the section *Checking Your Spelling*.

To change the look of a spreadsheet:

1. On the Setup menu, select **Display**.

Figure 4-3. Display dialog box



2. Click the **Date** tab to make changes to the date settings. The InteGrade Pro software always stores the year within the program as a 4-digit number, but you can choose how you want to see the date displayed. The sample date in the lower right corner changes to reflect your settings.

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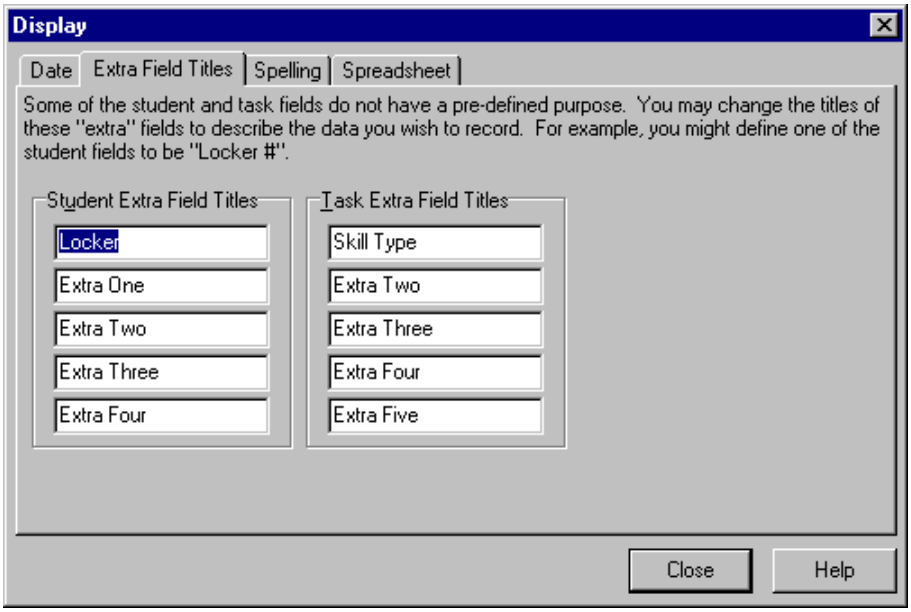
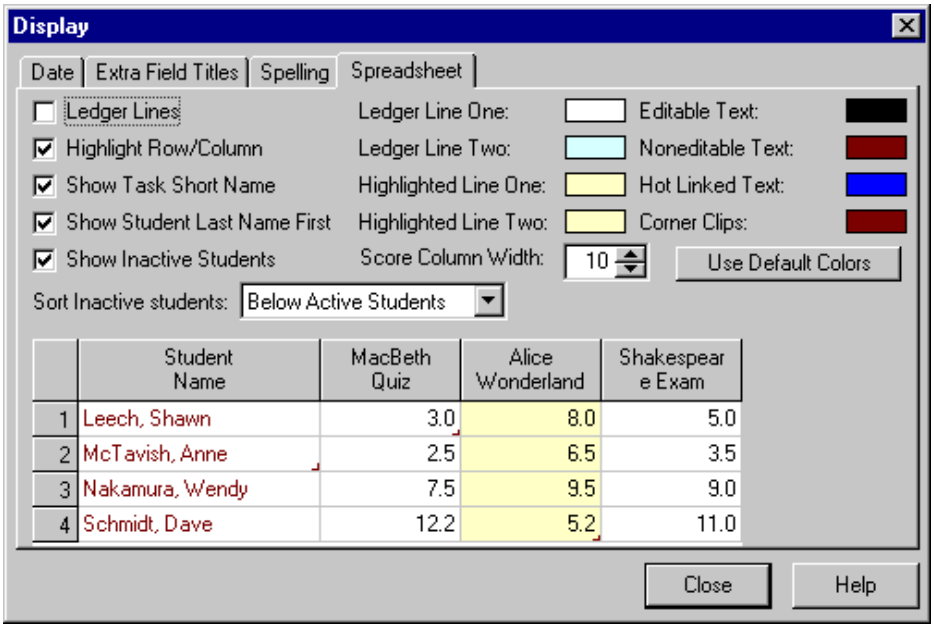
Figure 4-4. Extra Field Titles tab


Display
Date
Extra Field Titles
Spelling
Spreadsheet
Some of the student and task fields do not have a pre-defined purpose. You may change the titles of these "extra" fields to describe the data you wish to record. For example, you might define one of the student fields to be "Locker #".
Student Extra Field Titles
Locker
Extra One
Extra Two
Extra Three
Extra Four
Task Extra Field Titles
Skill Type
Extra Two
Extra Three
Extra Four
Extra Five
Close
Help

3. Click the **Extra Field Titles** tab to change the titles for five extra student fields and five extra task fields. For example, you may want to name a student field Locker. You can change these titles at any time. To see these fields in use, on the Setup menu, select **Students**, then click **Schools**.
4. Click the **Spreadsheet** tab to customize your spreadsheets.

Figure 4-5. Spreadsheet tab



You can change the visual appearance, including whether to display ledger lines and highlight the selected row and column. You can also select the colors of:

- Rows as they display
- The selected row or column
- Text you can edit
- Text you cannot edit
- Hot Linked text
- Corner clips

Changes affect all spreadsheets. The sample spreadsheet changes to reflect your choices. Click **Reset Colors** to revert to the default colors.

5. To see the shortened form of the task names, select **Show Task Short Name**.
6. To see inactive students, or the students' last names first, make those selections.
7. You can decide if you want inactive students to appear at the top or bottom of sorts, or with other items, using **Sort inactive students**.
8. Decide how wide you want the columns to be. You can select from 7 to 14 characters wide. The wider the column, the more of the headings you see.
9. Click **Close**.

Customizing Spreadsheet Columns

Depending on the spreadsheet and view you selected, you can customize the columns for students, tasks, and types. Changing the column names does not affect the data. If you want to see two of the same columns at once, open another class viewer. For example, you might want to see two different student demographics.

To customize spreadsheet columns:

1. Select the spreadsheet you want to customize.
2. On the View menu, select **Change Columns**.
   - On a numeric spreadsheet, with the view selected as task, you can customize six columns for student information and six for tasks.

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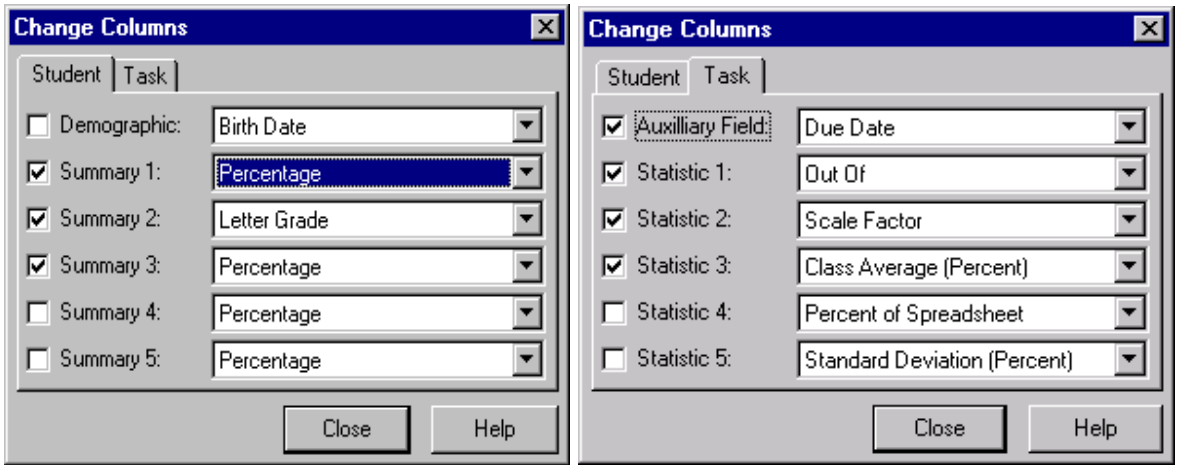
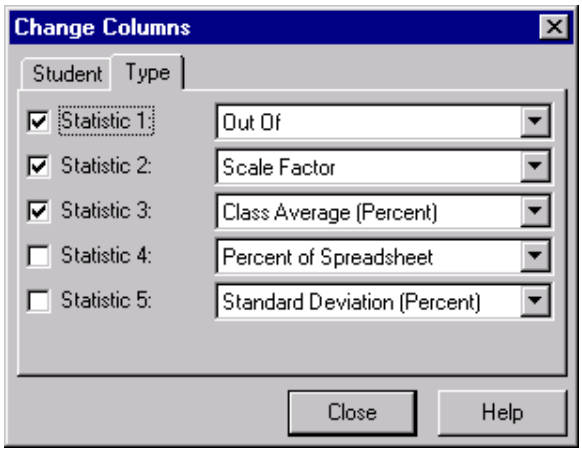
Figure 4-6. Numeric Spreadsheet, Task view



- However, if the view is selected as type, you can change any of five statistics on the **Type** tab, in addition to the six columns of student information as shown above.

Figure 4-7. Numeric Spreadsheet, Type view



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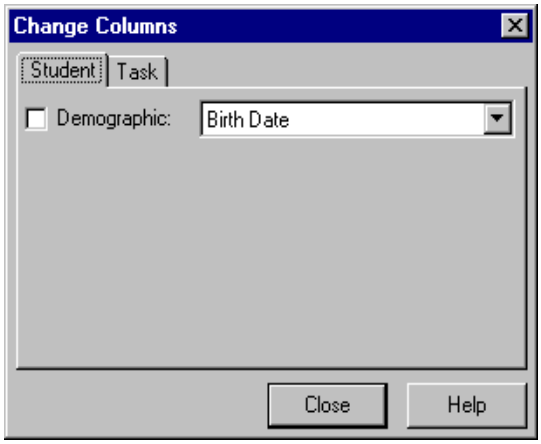
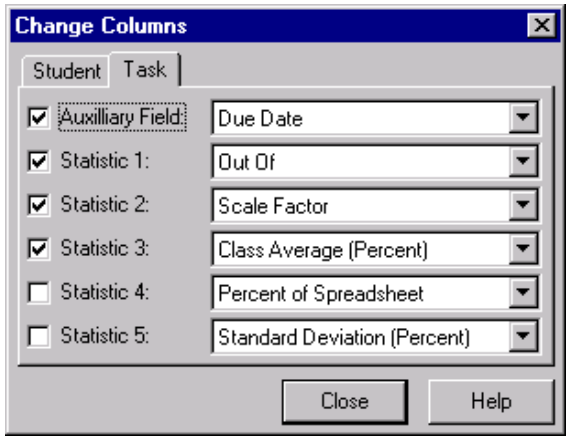
- On a skill spreadsheet, you can customize one column for student information and six for tasks.

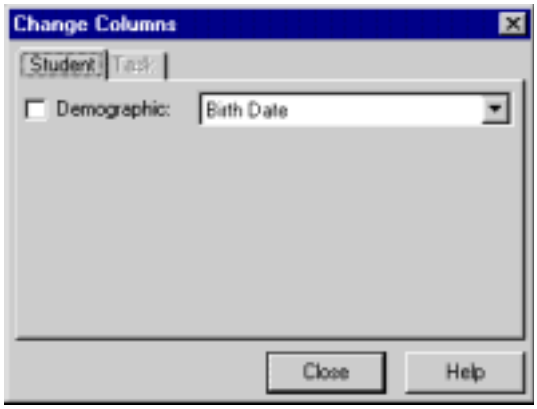
Figure 4-8. Skill Spreadsheet





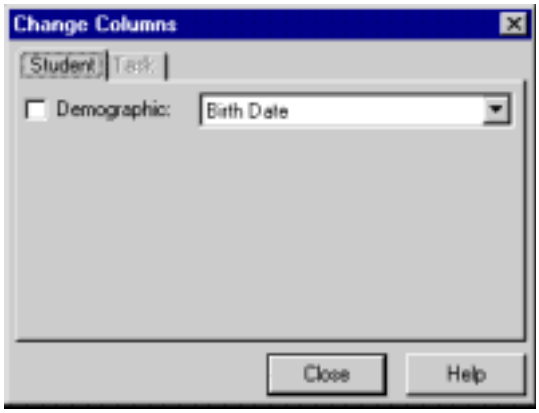
- On an End Term spreadsheet, you can customize one column for student information.

Figure 4-9. End Term Spreadsheet



- On an attendance spreadsheet, you can customize one column for student information.

Figure 4-10. Attendance Spreadsheet



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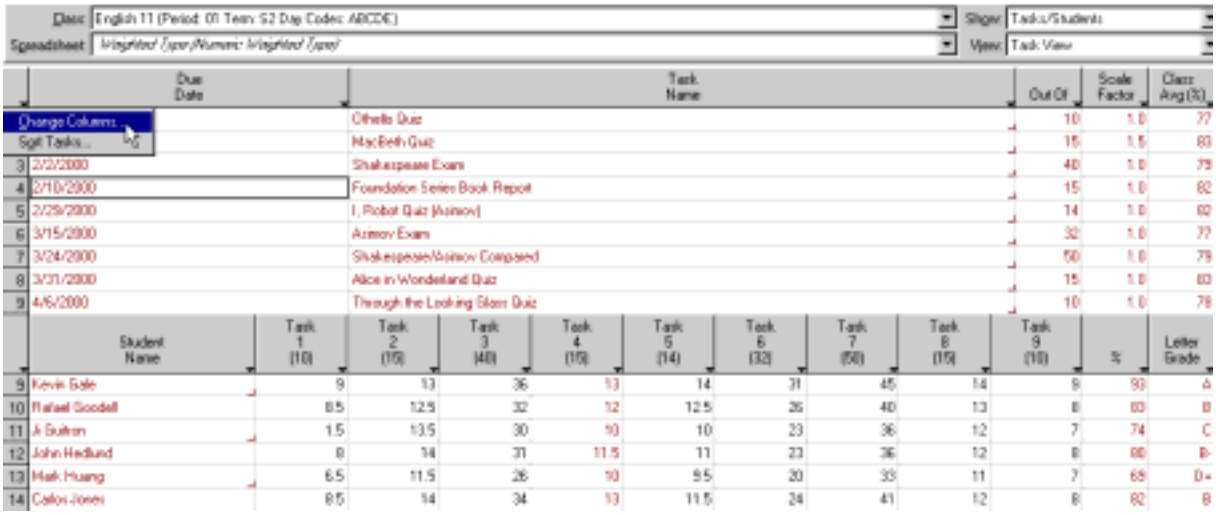
3. Select or deselect the columns to view. If you deselect a column, it is no longer visible on the spreadsheet.
4. Using the drop-down lists, select the information you want to see in that column.
5. Click **Close**.

There is a shortcut to change columns, directly on the spreadsheet.

To use other ways to change columns:

1. On the spreadsheet, click the blank column heading cell to the left (Windows) or right (Macintosh) of either the Task or Student columns.

Figure 4-11. Task or Student columns



2. Select **Change Columns** from the drop-down list.
3. Do one of the following:
   - On the Change Columns screen, make the appropriate changes and click **Close**.

   OR

   - Click the column header of an auxiliary column and select the information you want displayed from the drop-down list. Remember that you must first use the Change Columns screen to select a column to display.

Working with Hot Links

InteGrade Pro enables you to create an automatic link between different columns.

Once you establish a hot link, each time the source data changes (either due to you entering new data, or due to a calculation update) the data at the link is automatically updated. You can remove a hot link at any time or re-create one if it is broken inadvertently.

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As part of this new feature, the system now includes a spreadsheet setting that controls the display color of hot linked text. You access this feature via the Setup | Display | Spreadsheet tab. All hot linked amounts are displayed in the color you select.

What Can Be Hot Linked:

1. Any task, type subtotal, or spreadsheet grade can be hot linked to a End Term or skill spreadsheet.
2. Any type subtotal from a numeric spreadsheet or spreadsheet grade from a skill or numeric spreadsheet can be hot linked to a numeric spreadsheet using the total points spreadsheet, but only if you select Raw Score or Percent as a transformation and creating the hot link would not create a circular reference.

What Can't Be Hot Linked

1. InteGrade Pro cannot create a hot link on a numeric weighted type spreadsheet.
2. InteGrade Pro cannot hot link most score transformations to numeric total points spreadsheets.
3. InteGrade Pro cannot hot link a task to a numeric total points spreadsheet.
4. InteGrade Pro cannot hot link a hot link. You can, however, use the original task and create another hot link from it.

Creating Hot Links:

1. In the Class Viewer, select the **Skill, Numeric total points, or End Term spreadsheet** to which you want to copy grade total information.
2. On the Tasks menu, select **Copy Tasks**.
3. On the Copy Tasks screen, select a numeric or a skill spreadsheet from which to copy. Click **Next**.
4. Select the item (or items) you want to link from and click **Next**. If you are copying to an End Term spreadsheet, you can copy only one item.
5. On End Term spreadsheets only, you will be asked where to put the copied scores. Select the **End Term spreadsheet column** you wish to fill and click **Next**. (On other kinds of spreadsheets, this step will be skipped and a new task will be created instead.)
6. If you are copying from a numeric spreadsheet, you have the option to transform the scores as they are copied. Select the type of transformation you want to perform on the score and click **Next**. If you are copying from a skill spreadsheet, you do not have the option to transform the scores.
7. To create the link, select the **Hot Link Grades** check box and click **OK**. The grades are copied and the information displayed in the column on the spreadsheet selected in step 1. The hot linked text is displayed in the hot linked text color.

Editing and Removing Hot Links If you manually edit one of the scores in the linked column on the spreadsheet, the hot link for the entire column is removed. The text is no longer displayed in the hot linked text color. It reverts to the color of manually entered text.

If you want to re-create the hot link, you can do so using the Creating Hot Links procedure.

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End Term hot links work slightly differently. For more information on working with hot links on End Term spreadsheets, see "Finishing Up the Reporting Period" on page 172.

Managing Student Data

InteGrade Pro gradebook software helps you manage the student data you work with each day. You can add students to classes, add students to class groups, view or change the demographic information for students, or confidentially show their progress to parents or students themselves.

Adding Students

As a general rule, you should never add students to a gradebook that you have imported from an administration system. If you do, the next time you update your gradebook from the administration system, that student will no longer appear. However, if you have created a gradebook manually, and you are adding students, see "Adding Students" on page 78 for additional information.

To viewing or modifying student data:

1. On the Setup menu, select **Students**.
2. From the drop-down list in the upper left corner, select the class whose students you want to see, or select **All Students**.
3. Select the student to view or modify.
4. Select the tabs and view, enter or edit information. The only required field is the student's name.
5. Use the **Personal** tab for demographic information.

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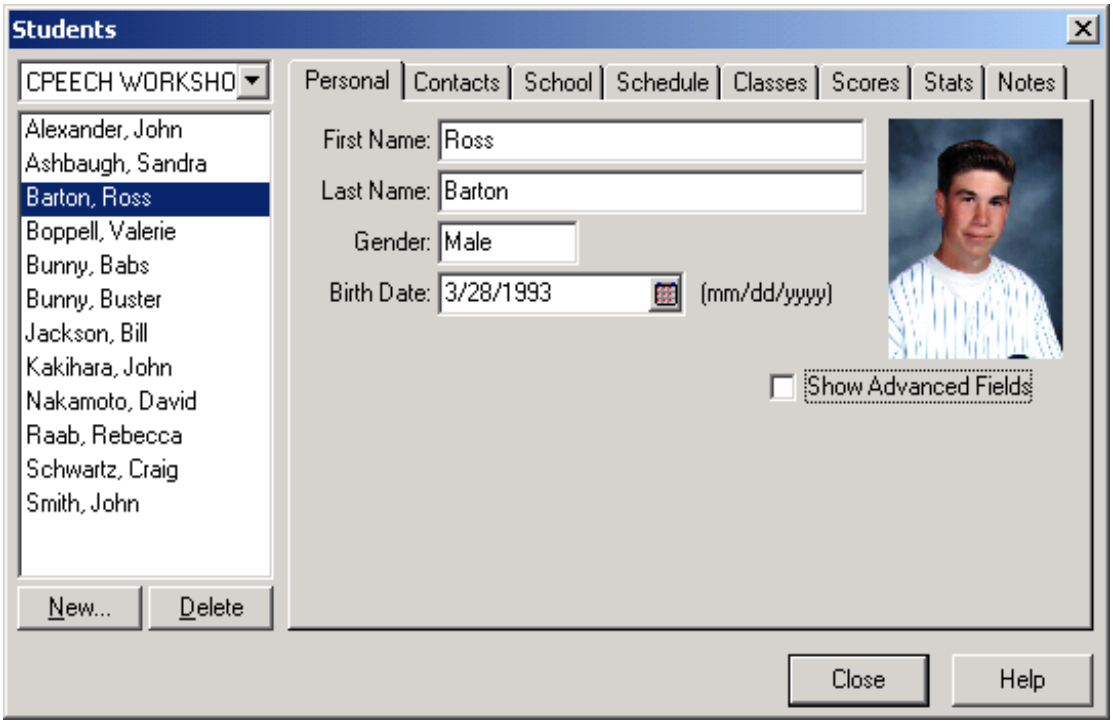
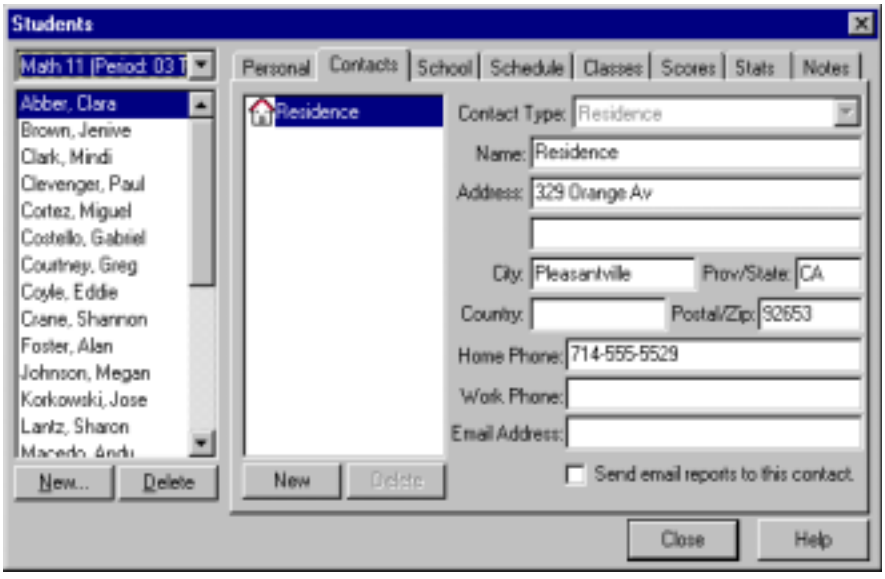
Figure 4-12. Personal tab



6. The **Contacts** tab is used for the address and phone numbers for this student. Besides the Primary contact, you can also create a Parent/Guardian, Emergency, Physician, Mailing Address, and Other Contact Type.

Figure 4-13. Contacts tab



If an e-mail address is available, you can select **Send e-mail reports to this contact**.

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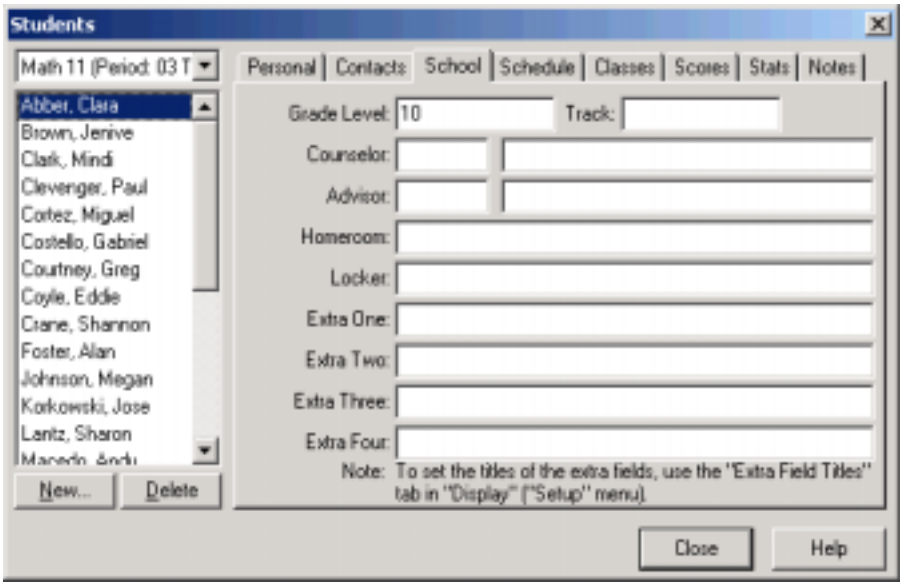
7. Use the **School** tab for school information like grade, homeroom, advisor, and counselor that you need to track for this student.

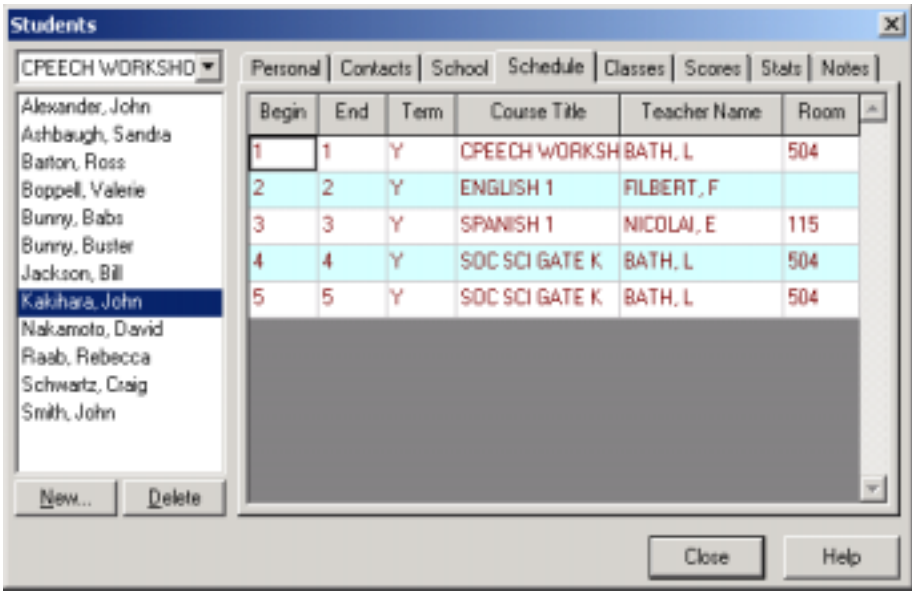
   You can use another screen to change the extra field titles to say something more meaningful. On the Setup menu, select **Display**, then click the **Extra Field Titles** tab and make your changes.

Figure 4-14. School tab



8. The **Schedule** tab shows imported student class schedule information. The information displayed on this tab is imported from the school administration system and cannot be edited. If there is no schedule information available for a student, a message is displayed when you access the **Schedule** tab. The schedule information is based on scheduled class period, not rotating period.

Figure 4-15. Schedule tab



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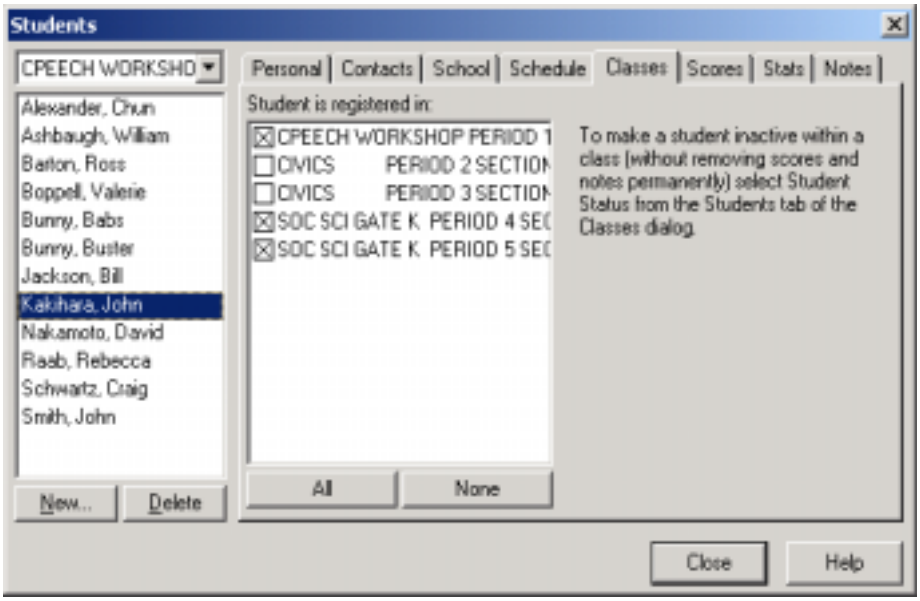
9. The **Classes** tab shows which classes a student is enrolled in. If there are no classes selected, it means the student is not enrolled in any of them.

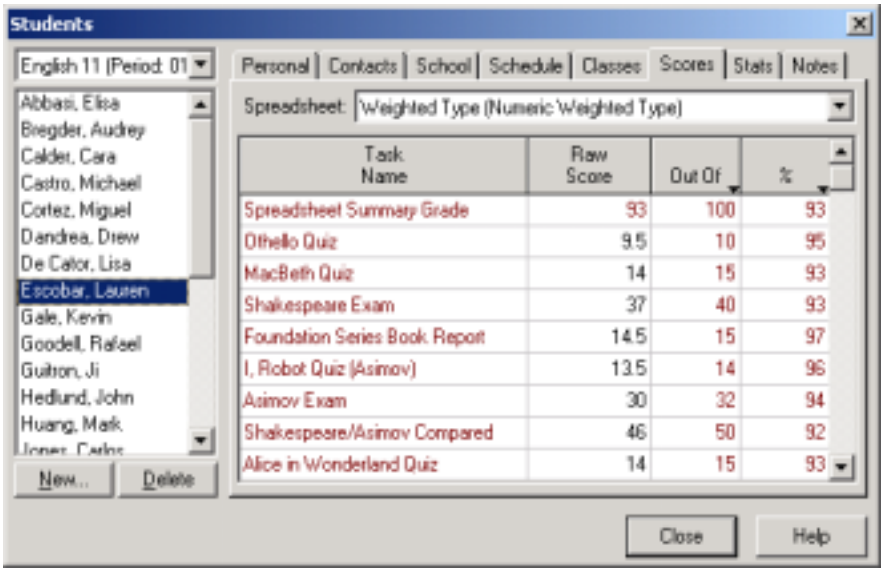
Figure 4-16. Classes tab



10. The **Scores** tab shows how the student is performing on tasks. You can select which spreadsheet to use from the Spreadsheet drop-down list at the top of the tab. If you have chosen to show all students, the **Scores** tab appears dimmed.

    You can use this tab for data entry and for showing a single student's scores. You can customize two of the right-most columns by clicking on the header cell and selecting a new heading.

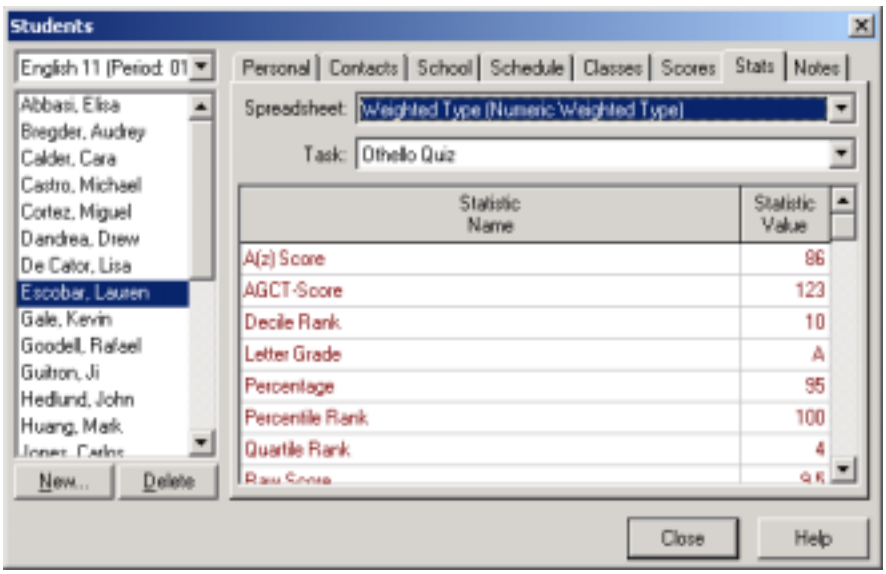
Figure 4-17. Scores tab



11. The **Stats** tab shows how a student fared on a single task, using 12 different score transformations.

Select a spreadsheet and task to use from the drop-down lists at the top of the tab. If you choose to show all students, the **Stats** tab appears dimmed.

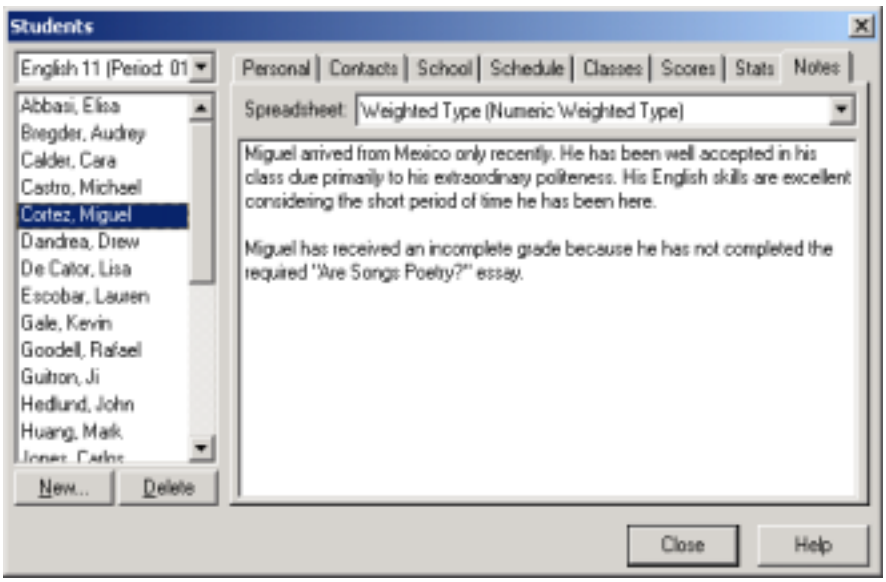
Figure 4-18. Stats tab



12. The **Notes** tab records your comments about a student. You can keep separate notes for each spreadsheet.

If you choose to show all students, the **Notes** tab appears dimmed. A small marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student.

Figure 4-19. Notes tab



13. Click **Close**.

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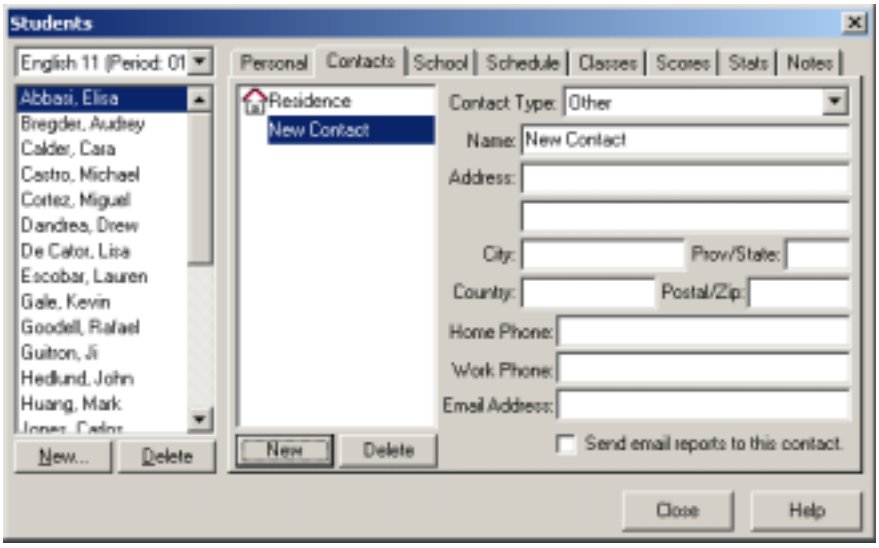
To add student contacts:

1. On the **Contacts** tab of the Students screen, click **New**. A New Contact displays with a type of Other.

Figure 4-20. Contacts tab



2. In the **Contact Type** drop-down list, select the type of contact this is.
   The symbol beside the name changes, according to the type of contact you select.
3. Type the name, address, and phone numbers.

Deleting Students

You can delete students from a gradebooks, from a class, or you can inactivate them. Deleting from the gradebook removes all information about a student, including demographic data and scores. Use this option only if a student has permanently left your school and you do not need records for the student.

To delete students:

1. On the Setup menu, select **Students**.
2. Select the appropriate class from the drop-down list at the top of the screen, or select **All Students**.
3. Select the student to delete.
4. Click **Delete**.
5. On the screen that displays, choose to delete from the gradebook, remove from a class, or make the student inactive.

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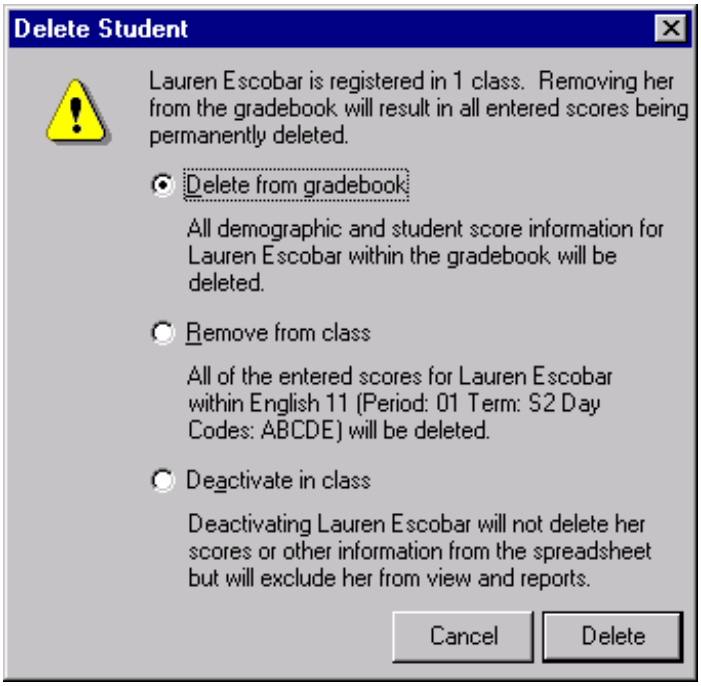
Figure 4-21. Delete student confirmation


Delete Student
Lauren Escobar is registered in 1 class. Removing her from the gradebook will result in all entered scores being permanently deleted.
Delete from gradebook
All demographic and student score information for Lauren Escobar within the gradebook will be deleted.
Remove from class
All of the entered scores for Lauren Escobar within English 11 (Period: 01 Term: S2 Day Codes: ABCDE) will be deleted.
Deactivate in class
Deactivating Lauren Escobar will not delete her scores or other information from the spreadsheet but will exclude her from view and reports.
Cancel
Delete

6. Click **Delete**, **Remove**, or **Inactivate**. You do not have to confirm the action.

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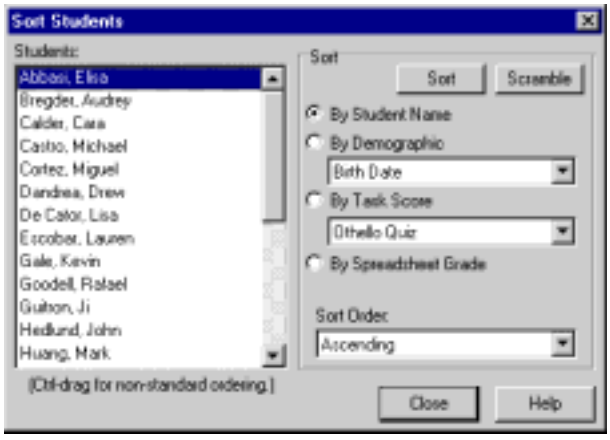
Sorting Students

Sort orders that you select here are reflected in the reports.

To sort students:

1. On the View menu, select **Sort Students**.

Figure 4-22. Sort Students dialog box



2. Decide how you want to sort the students:
   - Name
   - Demographic data such as birth date, first name, gender, or one of the 16 choices available from the **by Demographic** drop-down list
   - Task Score by selecting a task from the **by Task Score** drop-down list
   - Spreadsheet Grade
3. Choose the sort order, either ascending (A-Z) or descending (Z-A).
4. Click **Sort**.
5. Click **Close**.

To use other ways to sort students:

- On the spreadsheet, click any column title in the Student area and select **Sort Students**. The Sort Students screen displays. Make your selections and click **Sort**.
- On the spreadsheet, click any column title in the Student area and select **Sort Students by Column**. Student are sorted in the order of the scores in that column.
- Click anywhere in the Student area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select **Sort Students by Column** or **Sort Students** from the context menu.

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To scramble the order:

1. On the View menu, select **Sort Students**.

   Use the Sort Students screen to arrange your students in random order. You could use this to post a report and you didn't want student names listed in any particular order.

2. Click **Scramble**.
3. Click **Close**.

To sort manually:

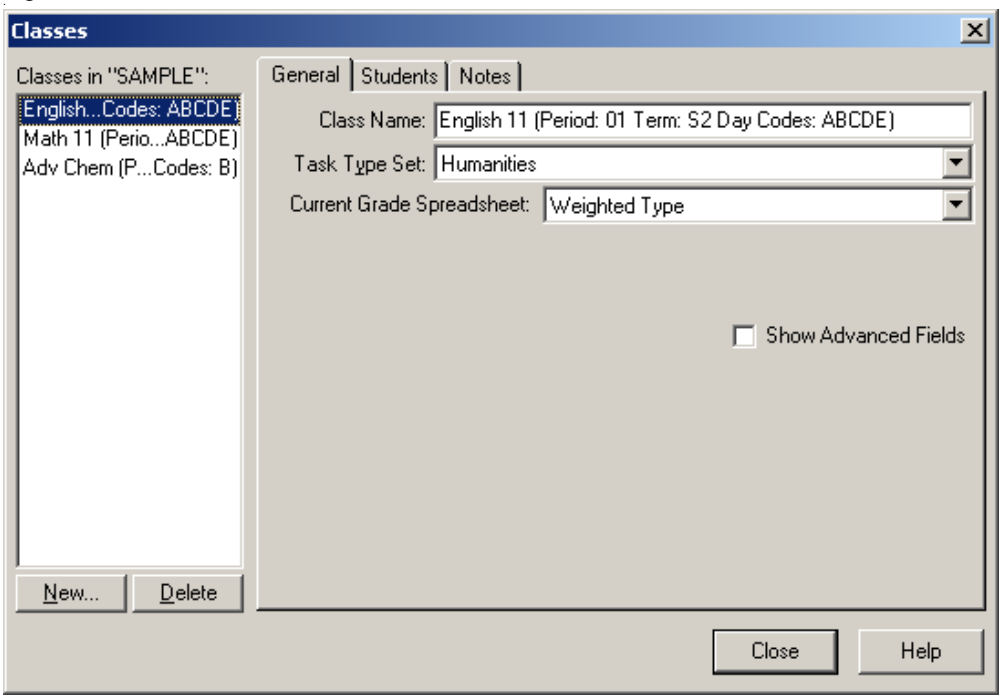
On the **Sort Students** screen, hold down the <**Ctrl**> key (<⌘>in Macintosh) and drag a student name to a new position.

Managing Class Data

Viewing or Modifying Class Data

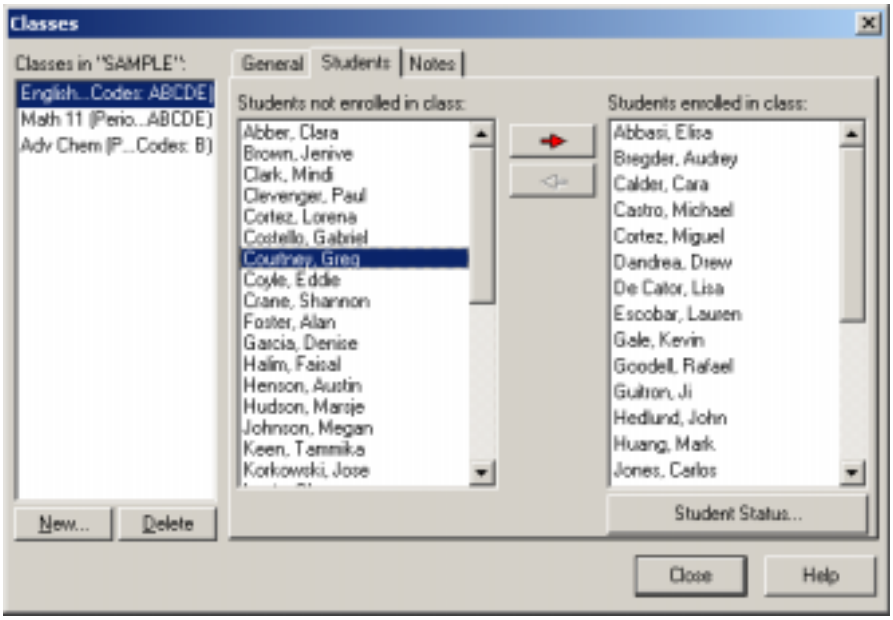
1. On the Setup menu, select **Classes**.
2. From the list at the left, select a class.
3. Use the **General** tab for information about this class. Use the drop-down lists to assign task type sets and spreadsheets to this class. Setting the Current Grade Spreadsheet is important when you are exporting grade information via InteGrade Pro Link™.

Figure 4-23. General tab



4. Use the **Students** tab to assign students to a class. Select a class, then a student, and click the right arrow.

Figure 4-24. Students tab



When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.

This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

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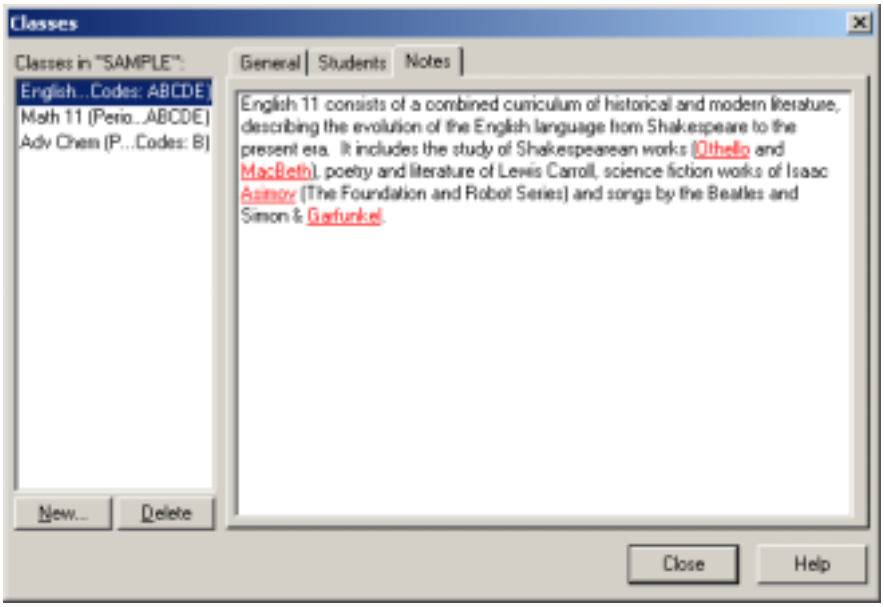
5. Use the **Notes** tab to record your notes about this specific class. It provides an ideal location for keeping your course syllabus.

Figure 4-25. Notes tab


Classes
Classes in "SAMPLE":
English...Codes: ABCDE
Math 11 (Perio...ABCDE)
Adv Chem (P...Codes: B)
General
Students
Notes
English 11 consists of a combined curriculum of historical and modern literature, describing the evolution of the English language from Shakespeare to the present era. It includes the study of Shakespearean works (Othello and MacBeth), poetry and literature of Lewis Carroll, science fiction works of Isaac Asimov (The Foundation and Robot Series) and songs by the Beatles and Simon & Garfunkel.
New...
Delete
Close
Help

6. Click **Close**.

To create classes:

1. On the Setup menu, select **Classes**.
2. Click **New**.
3. Click **Next**.
4. Type a name and click **Next**. This is the only required field.
5. Select a task type set from the drop-down list and click **Next**.
6. Register students by selecting their names from the list.

   When you add students to the new class, the InteGrade Pro software looks for existing classes for that student. The system determines whether existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, nothing is copied, and you must add the student's scores and note information manually to the new class.

   This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.
7. Click **Next**.
8. Choose **Weighted Type**, **Total Points**, or **Skill**.
9. Click **Create**.

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To delete classes:

If you delete a class, all spreadsheets, tasks, scores, and notes associated with that class are also deleted.

1. On the Setup menu, select **Classes**.
2. Select a class.
3. Click **Delete**.
4. Click **Yes** to confirm the deletion.

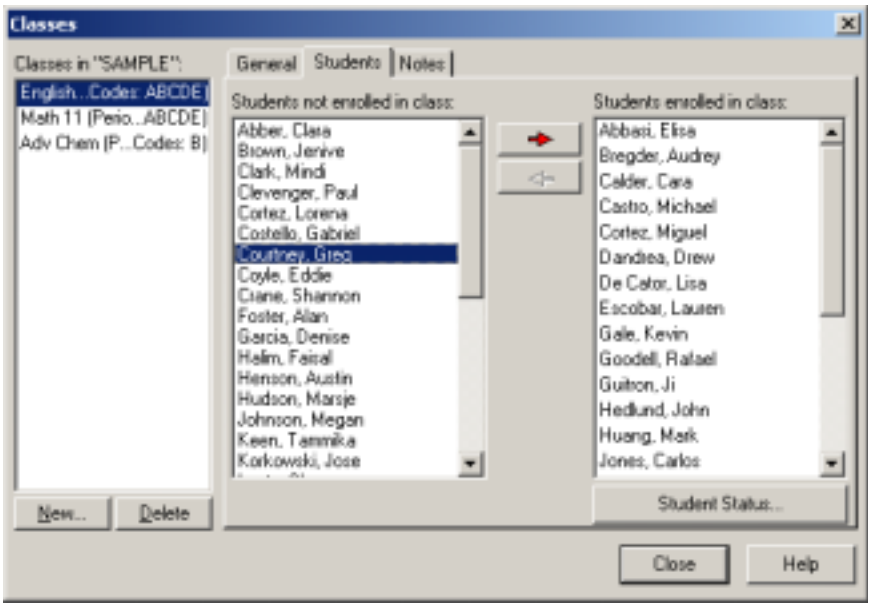
Adding Students to Classes

There are two ways to add students to classes. The students must already be entered in a gradebook. You can use either the Classes or the Students screen.

To add students by using the Classes screen:

1. On the Setup menu, select **Classes**.
2. Click the **Students** tab.

Figure 4-26. Students tab



3. Select the student you want to add from the **Students not enrolled in class** column, then click the right-facing arrow. The **Students enrolled in class** column displays the student's name.
4. Click **Close**.

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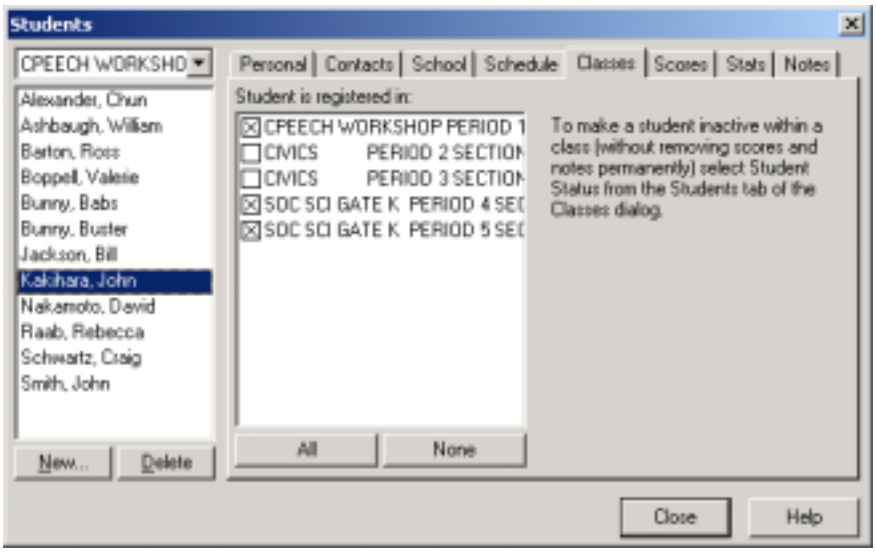
To add students by using the Students screen:

1. On the Setup menu, select **Students**.
2. Click the **Classes** tab.

Figure 4-27. Classes tab



3. Select the student you want to add to a class, then select the class or classes you want to add them to.
4. Click **Close**.

Removing Students From Classes

There are three ways of removing a student from a class. Removing a student from a class permanently removes all scores associated with that student.

To remove students from classes:

1. On the Setup menu, select **Classes**.
2. Click the **Students** tab.
3. Do one of the following:
   - Select the student you want to remove from the **Students enrolled in class** column, then click the left-facing arrow. The **Students not enrolled in class** column displays the student's name.

   Or

   - On the Setup menu, select **Students**.
   - Click the **Classes** tab.
   - Select the student to remove, then deselect the appropriate class.

   Or

- On the Setup menu, select **Students**.
- Select the student to remove, then click **Delete**.
- On the screen, select **Remove From Class**.
- Click **Remove**.

Making a Student Inactive

You can view an inactive student's grades up to the date they became inactive, even though grades are no longer being calculated.

Making a student inactive does not delete their scores or other information from the spreadsheet. Inactive students are identified by striking out their names on reports and spreadsheets like this: ~~Robert Jones~~. In addition, in the main viewer area the student's entire row will appear in a different color and his or her name will appear in parenthesis.

You can choose whether or not show inactive students via a control in the lower left corner of the main spreadsheet. You can change whether inactive students are sorted to the top or bottom via the Spreadsheet tab of Display in the Setup menu.

To make a student inactive:

1. On the Setup menu, select **Classes**.
2. Click the **Students** tab.
3. Click **Student Status**. A list of students currently enrolled in the selected class displays. All students with selected check boxes before their name are currently active.
4. Clear the check box before the name of the student you want to inactivate.
5. Click **OK**.
6. Click **Close**.

Managing Groups

Viewing or Modifying Groups

1. On the Setup menu, select **Groups**.
2. From the list at the left, select a group.

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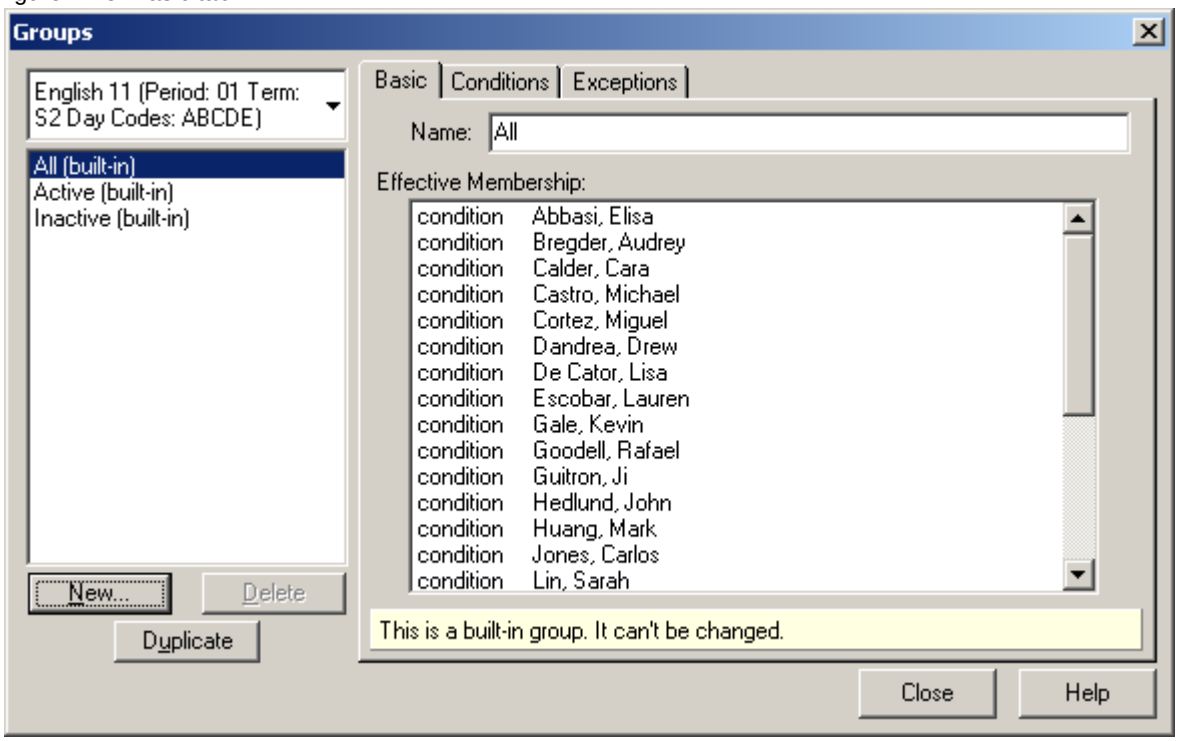
3. Use the **Basic** tab to view the effective membership of the group. Each student that is a member of the group will be listed along with a reason why they are a member. For example, if condition is stated to the left of a student's name, this particular student is a member of this group because they match the condition(s) listed on the **Conditions** tab. If exception is stated to the left of a studen'ts name, this particular student has been manually added to the group via the **Exceptions** tab.

Figure 4-28. Basic tab



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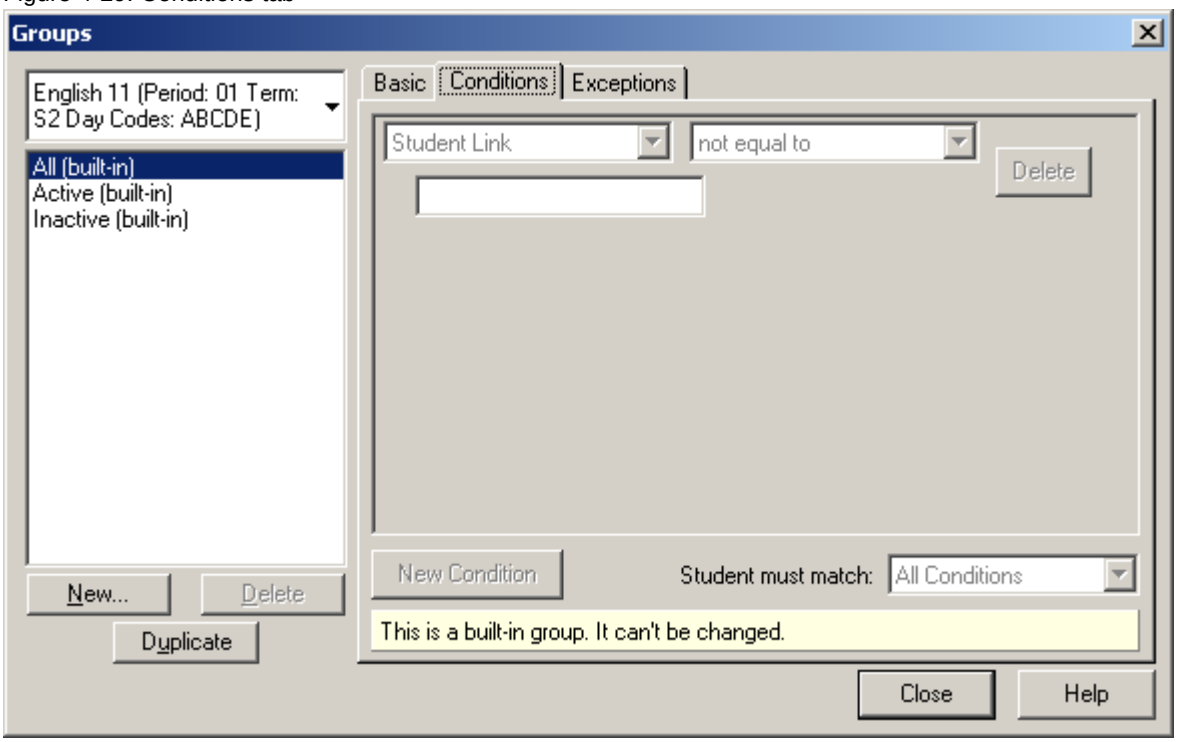
4. Use the **Conditions** tab to view the conditional query.

Figure 4-29. Conditions tab



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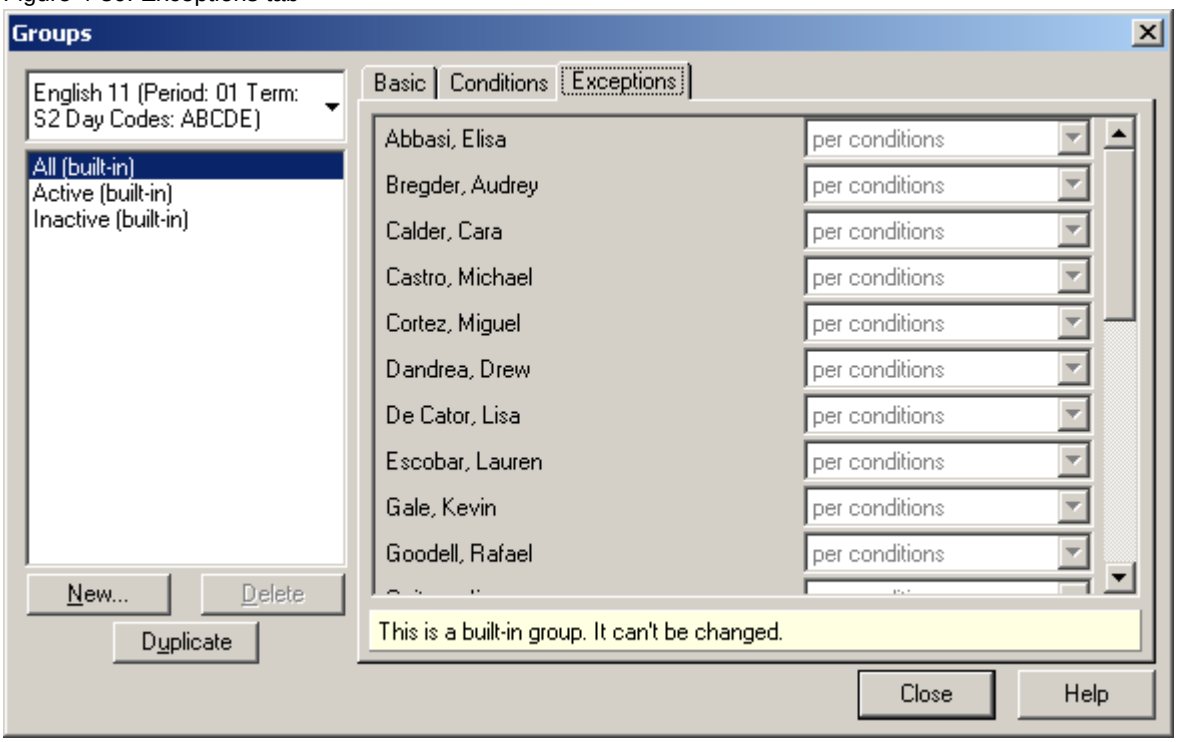
5. Use the **Exceptions** tab to force specific students to be included or excluded from the group.

Figure 4-30. Exceptions tab



6. Click **Close**.

To create groups:

1. On the Setup menu, select **Groups**.
2. Click **New**.
3. Type a name and click **Create**.
4. Click **Close**.

To delete groups:

If you delete a group that is part of a grading group pair (a group that is paired with a grade table in Setup->Spreadsheets), the grading group is also deleted.

1. On the Setup menu, select **Groups**.
2. Select a group.
3. Click **Delete**.
4. Click Yes to confirm the deletion.

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Adding Students to Groups

There are two ways to add students to groups. The students must already be entered in a gradebook. You can use either use the Conditions tab to dynamically include students in a group or the Exceptions tab to force specific students to be included or excluded from the group.

To add students to a group using the Conditions tab:

1. On the Setup menu, select **Groups**.
2. Click the **Conditions** tab.

   A group can have multiple conditions.
3. Click **New Condition**.

   Each condition contains three parts: an autotext field, an operator, and the condition to test for. An example condition is “Birthdate contains 84”.
4. Build the group query by modifying the three variables.
5. Click **New Condition** to add as many conditions as you wish.
6. Click **Basic** tab to view the effective status of the group.
7. Click **Close**.

To add students to a group using the Exceptions tab:

1. On the Setup menu, select **Groups**.
2. Click the **Exceptions** tab.

   Each student in the class is listed, with three options: per conditions, always include, and always exclude. Per conditions means that the condition(s) will be applied to this student to determine whether or not they are a member of the group. Always include means that the student will always be included in the group by an exception. Always exclude means that the student will always be excluded from the group based on an exception.
3. Click **Basic** tab to view the effective status of the group.
4. Click **Close**.

Removing Students From Groups

To remove students from groups, manually exclude them via the Exceptions tab.

To remove students from groups:

1. On the Setup menu, select **Groups**.
2. From the list at the left, select a group.
3. Click the **Exceptions** tab.
4. Scroll to the student you want to remove from the group. Click the list box, and select **always exclude**.
5. Click **Close**.

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5 Entering Tasks, Scores, and Notes

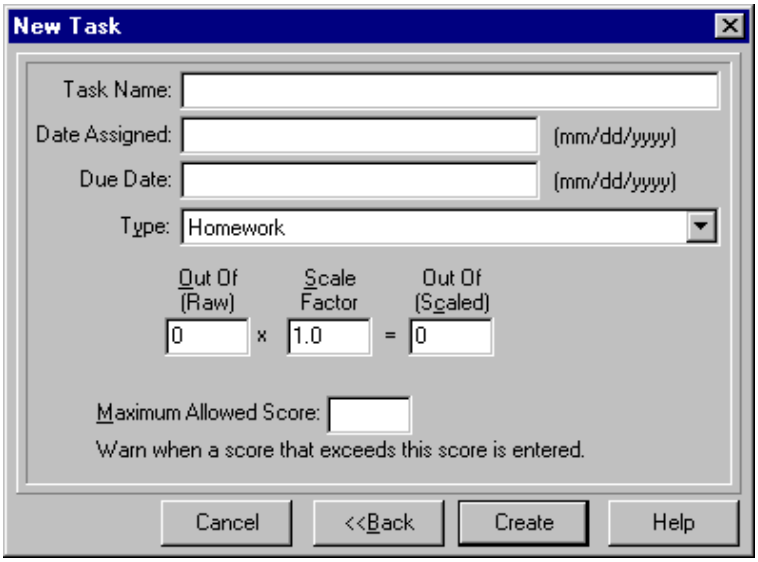
You add tasks and enter scores and notes daily. With the InteGrade Pro software, you can also adjust scores and notes in several ways.

Creating a New Task

To create a new task:

1. On the Tasks menu, select **New Task**.
2. Click **Next**.

Figure 5-1. New Task dialog box



3. Type the task name.
4. Enter the date assigned and the due date.
5. Select the type of task from the drop-down list.
6. Enter the **Out of** score.
7. If you choose, you can enter a scale factor and a maximum score (the same as the Out of score). If you do so, you are warned if you accidentally enter a score higher than the maximum.
8. Click **Create**.

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Other Ways to Create Tasks

You can also create new tasks in the following ways:

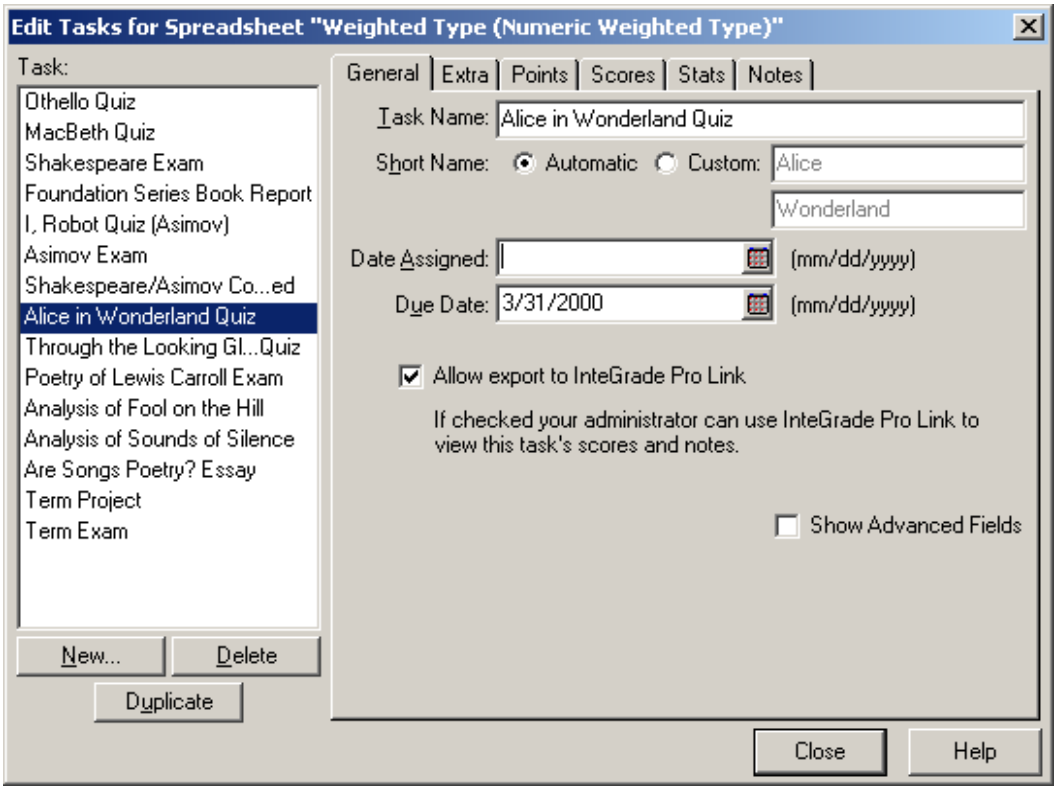
- Use the keyboard shortcut of Ctrl + N (Windows) or ⌘ N (Macintosh).
- Click the **Task Name** column heading and select **New Task**.
- Click **New** on the Edit Tasks screen.
- Select an existing task and click **Copy** on the Edit Tasks screen; The new task has the word "copy" at the end of its name.
- To import the tasks, see "Importing Tasks, Spreadsheets, or Classes" on page 48.
- To copy the tasks from another spreadsheet, see "Copying Multiple Tasks" on page 103.

Editing Tasks

To view or modify tasks:

1. From the main viewer, select the class whose tasks you want to modify.
2. On the Tasks menu, select **Edit Tasks**.

Figure 5-2. Edit Tasks dialog box



3. From the task list at the left, select a task to view or modify.

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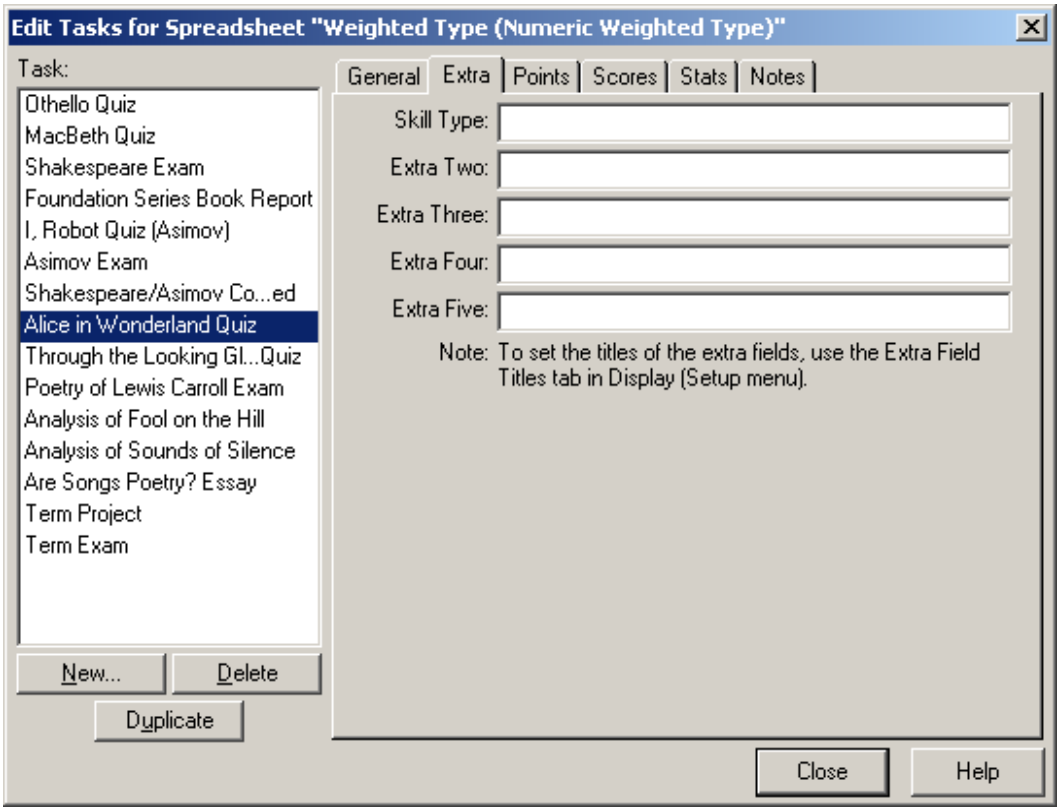
4. On the **General** tab, if you want to change the name of this task, edit the **Task Name** text box.
5. Review the abbreviated name for this task that the system created. The spreadsheet uses this shorter name. If you want to change the name, click **Custom** and enter a new name.
6. Review and modify the date fields, if necessary.
7. The selection **Allow Export to InteGrade Link** is on by default. This is used to extract specific task data for other programs.

NOTE: The Advanced fields are used only on the advice of your System Administrator.

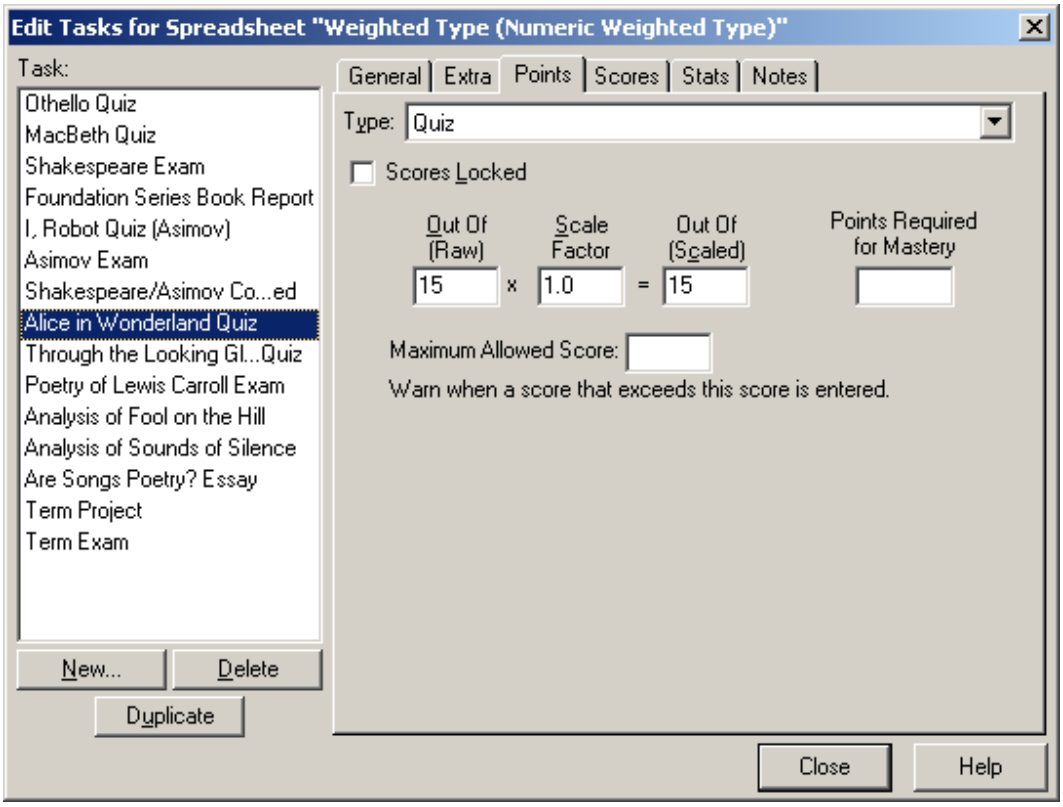
8. On the **Extra** tab, you can record other details about this task. If you choose to use these fields, use the Display command on the Setup menu to customize these field names.

Figure 5-3. Extra tab



9. The **Points** tab includes all the fields you saw when you created this task. You can modify any of these fields. If you do so, all grades are automatically recalculated. Select **Scores Locked** to prevent accidentally overwriting the scores.

Figure 5-4. Points tab



10. Use the **Scores** tab to view and modify the scores for this task. This is one of the screens where you can enter scores for new tasks. You can customize the right-most column by clicking the column header and selecting another score transformation from the drop-down list.

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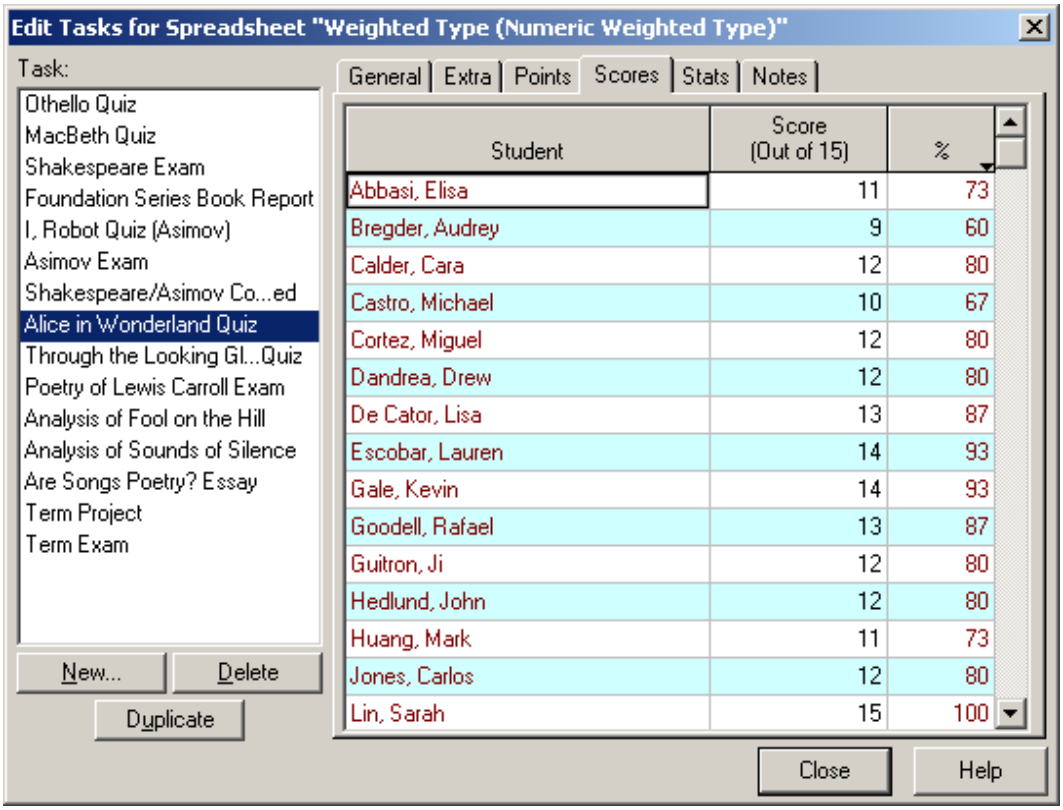
Figure 5-5. Scores tab



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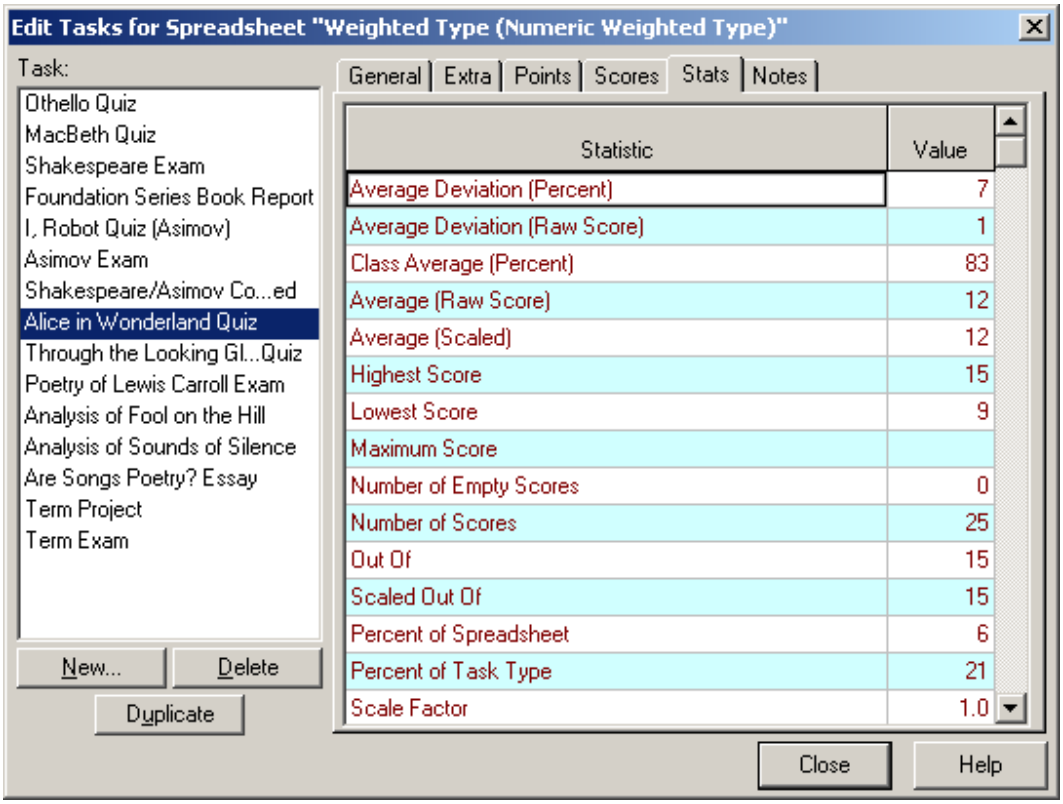
11. Use the **Stats** tab to view 19 different statistical pieces of information about this task.

Figure 5-6. Stats tab



12. Use the **Notes** tab to record notes about this task.

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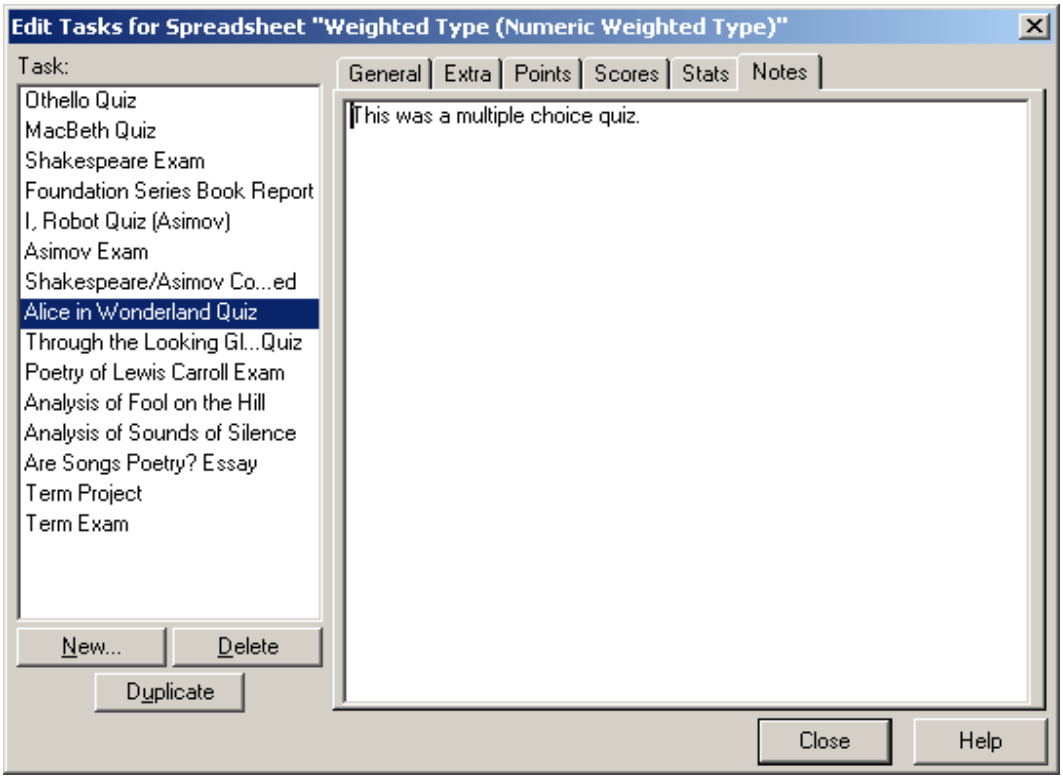
Figure 5-7. Notes tab



13. Click **Close**.

Deleting Tasks

Deleting a task removes all scores for that task from your gradebook.

To delete a task:

1. On the Tasks menu, select **Edit Tasks**.
2. Select the task to delete. Click **Delete**.
3. Click **Yes** to confirm the deletion.

The Edit Tasks screen is the starting point for many task-related activities.

To use other ways to open the Edit Tasks screen:

Do one of the following:

- On the **Tasks** menu**,** select **Edit** Tasks.
- Double-click any task name on the spreadsheet.
- Click the **Task Name** column heading and select **Edit Tasks** from the drop-down menu.

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Copying One Task

To quickly copy one task within the same spreadsheet, on the Edit Task screen select a task and click **Copy**.

NOTE: This way of copying does not bring the scores to the new task.

Copying Multiple Tasks

You can copy tasks from the same spreadsheet or from another spreadsheet. You can copy more than one task at a time.

Copying tasks is a fast way to create a new task that is similar to an existing one. Copy the task, then modify it. Remember to give it a new name.

This procedure is especially useful for copying more than one task between spreadsheets. This procedure brings all the scores with the task, if the student name matches.

To copy multiple tasks:

1. On the Tasks menu, select **Copy Tasks**.
2. Select a class and a spreadsheet to copy from and click **Next**.
3. Select the task to copy. Use the **All** or **None** buttons if they help speed up your selections.
4. To move tasks, select **Delete original tasks after copying**. Click **Next**.
5. To transform the score while you are copying it, select another from the list. Otherwise, leave **Raw Score** selected and click **Next**.
6. Click **OK**. The task is copied into your current spreadsheet and appears highlighted.
7. Double-click the new task and change its name.
8. Make other changes to this task, as required.

To replace a task with another:

1. Select the class and spreadsheet that contains the task you want to replace.
2. In the Student area of the viewer, click the column title of the task you want to replace.
3. From the menus, select **Replace Task**.
4. Select a class and a spreadsheet to copy from and click **Next**.
5. Select the item to copy and click **Next**.
6. To transform the score while you are copying it, select another score from the list. Otherwise, leave **Raw Score** selected and click **Next**.
7. Click **OK**. The task replaces the selected task in your current spreadsheet.
8. Edit the task as required.

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Combining Tasks

The InteGrade Pro software can combine several tasks into a new task to help you manage a large number of tasks more efficiently.

This feature does not work as described if one of the scores to be combined is an INC (Incomplete) score. The result of combining tasks when one of them has an INC score is a combined task with an INC total combined score.

As a precaution, print the Spreadsheet report before combining tasks, especially if you intend to delete the tasks after combining them.

To combine tasks:

1. Select the class containing the tasks you want to combine.
2. On the Tasks menu, select **Combine Tasks**.
3. Choose whether you want to combine the tasks to total points (15 + 15 + 10 = 40) or whether you want to combine to a percentage (a new task out of 100) and click **Next**.
4. If you selected to combine to Total Points, use the **Task Type** list to select the type of tasks you wish to combine. If you selected to combine to a Percentage, select the **Filter** button to filter out certain types of tasks.
5. Select the tasks to combine. Use the **All** or **None** buttons to speed up your selection.
6. Type the name of the new combined task and select the amount of precision for the score. Click **Next**.

> **NOTE:** Scores on the new combined task will be rounded. This will likely result in a small loss of accuracy.

7. Choose whether you want to delete the tasks being combined. Delete the original tasks only if you no longer need details about the individual tasks and if you have printed the Spreadsheet report for future reference. Click **Next**.
8. Click **Combine**. The combined task is displayed as a new task at the end of the list. It's Out Of value is either the value you specified or the total of all the tasks being combined, depending on which option you chose. Its scale factor is 0.0 to prevent it from affecting the class totals.
9. Edit the new task and change its scale factor to 1.0 to include it in the calculations.

> **NOTE:** Instead of deleting the original tasks, consider changing their scale factor to 0.0. This prevents them from affecting the totals and keeps them in your spreadsheet should you decide that you want to use them later. You can also save the gradebook under another name to preserve your original tasks. When you are satisfied with the merged results, you can delete the original gradebook. If not, you can delete the copy.

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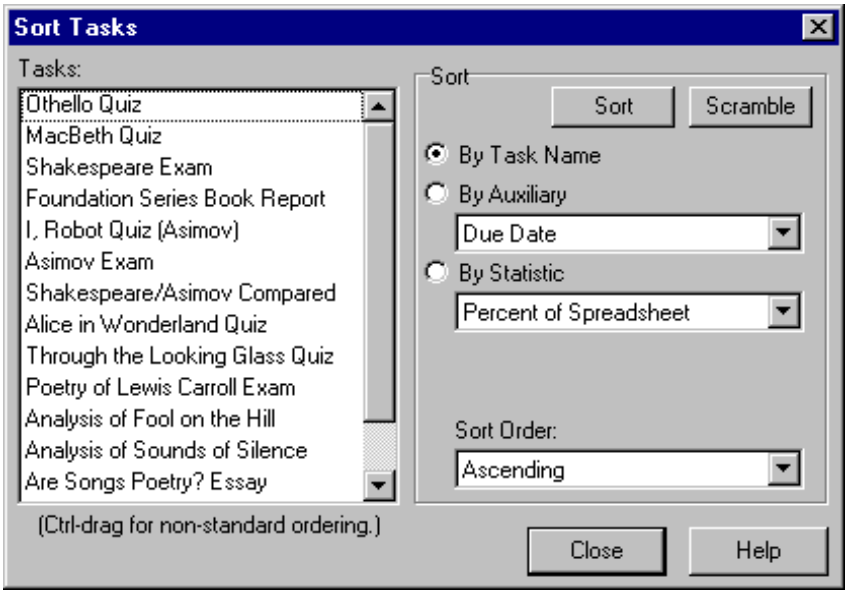
Sorting Tasks

Sorting tasks lets you quickly see the results the way you want to see them.

To sort tasks:

1. On the View menu, select **Sort Tasks**.

Figure 5-8. Sort Tasks dialog box



2. Choose the field you want to sort on:
   - **By Task Name** is the default sort.
   - **By Auxiliary** lets you select any of 12 other fields from the drop-down list.
   - **By Statistic** lets you select from 19 different score transformations in the drop-down list.
3. Choose the direction of sort. **Ascending** (A-Z) is the default sort. Your other choice is **Descending** (Z-A).
4. Click **Sort**.

To use other ways to sort tasks, do one of the following:

- On the spreadsheet, click any column title in the Tasks area and select **Sort Tasks**. The Sort Tasks screen displays. Make your selections and click **Sort**.
- On the spreadsheet, click any column title in the Tasks area and select **Sort Tasks by Column**. Tasks are sorted in the order of that column's data. For example, if you want to see which task had the highest class average, you would sort on the Class Avg column.
- Click anywhere in the **Tasks** area of the spreadsheet and right-click (Windows) or Ctrl-click (Macintosh) and select **Sort Tasks by Column** or **Sort Tasks** on the Context menu.

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To scramble the order:

1. On the View menu, select **Sort Tasks**.
2. Click **Scramble**.
3. Click **Close**.

To sort manually:

On the Sort Tasks screen, hold down the <**Ctrl**> key (Windows) or ⌘ key (Macintosh) and drag a student name to a new position.

Bonus Tasks

There are three different ways to give bonuses:

- Giving a student more than 100% on a task.
- Adding points to a task type.
- Adding to the overall spreadsheet grade.

Scores on bonus tasks can not be shown as letter grades. They will appear as n/a on reports.

Giving a student more than 100% on a task

Although each task has is *out of* a set number of points, you can exceed that out of to give a bonus. Exactly how many percentage points this contributes to the final grade depends on how many tasks you've set up (in the task type for Weighted Type, or the entire spreadsheet for Total Points) and task type weighting (on Weighted Type spreadsheets).

Adding points to a task type

To add points to a task type, create a task of that type, out of zero. Points assigned to this task will be added directly to the type's total (on Weighted Type spreadsheets) or the total points for the spreadsheet (on Total Points spreadsheets). Exactly how many percentage points this contributes to the final grade depends on how many tasks you've set up (in the task type for Weighted Type, or the entire spreadsheet for Total Points) and task type weighting (on Weighted Type spreadsheets).

Example: On a Weighted Type spreadsheet, the Quiz type contains two tasks: Quiz #1 (out of 10) and Quiz #2 (out of 10). This means the Quiz type is out of 20. Create a new Quiz task out of zero called Quiz Bonus. If George Jones received 8 on each Quiz, he has 16 out of 20 possible Quiz points (75%). If you give him a score of 2 on Quiz Bonus, he will instead have 18 out of 20 possible Quiz points (90%).

Adding to the overall spreadsheet grade

Lastly, you can add directly to the overall spreadsheet grade. With a Weighted Type spreadsheet, this means adding percentage points. On a Total Points spreadsheet, this means adding points. To do this, you need to create a task type called *bonus*. You must put an asterisk (*) before and after the word bonus. Enter a weight of zero for this task type.

To add this kind of bonus task, create a task of type *bonus* out of 0. Scores entered on this task will add directly to the overall grade.

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Working with Scores

After your classes are set up and you have entered students and tasks, you need to enter scores for those tasks.

You can enter scores in either numeric or skill spreadsheets. You can also create hot links between numeric or skill spreadsheets and End Term spreadsheets. These hot links link the spreadsheet grade to the End Term spreadsheet. Any time the numeric or skill spreadsheet grade changes, the End Term spreadsheet is automatically updated.

InteGrade Pro gradebook software does not prevent you from entering scores above 100%. To remind you of such scores, a cell has a small marker in the upper-right corner if the score is over 100%. This is different from a marker in the lower-right corner of the cell, which indicates the presence of a note.

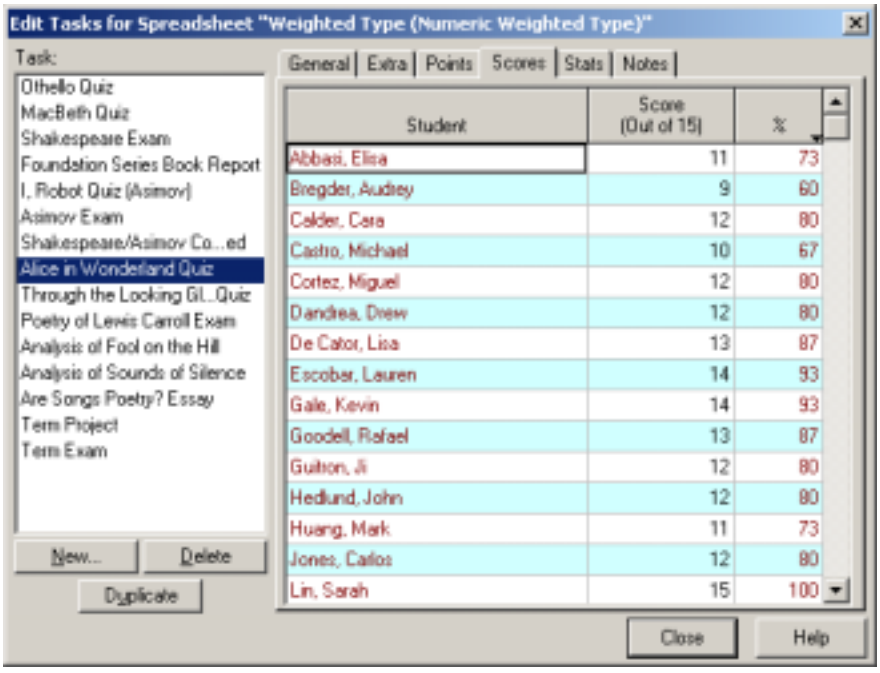
Using the Edit Tasks Screen

When you enter scores in the Edit Tasks screen, the student name is next to the score. Only one task is visible at a time. You can customize the third column at the right to display the student's score in a number of ways.

To use the Edit Tasks screen:

1. Select the appropriate class and spreadsheet.
2. On the Tasks menu, select **Edit Tasks**.
3. Select a task.
4. Click the **Scores** tab.

Figure 5-9. Scores tab



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5. Beside each student's name, enter the scores for that task.
6. Click **Close**.

Entering Scores on the Spreadsheet

Entering scores in the spreadsheet lets you move quickly between tasks and lets you see at a glance how the student fared on other tasks.

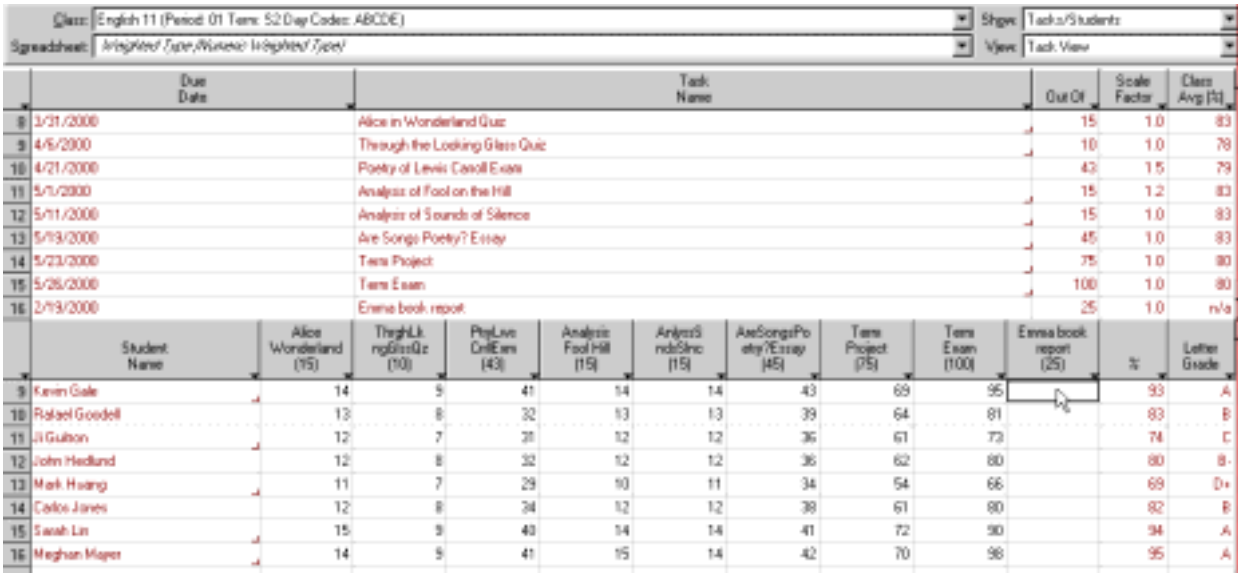
There are various ways to enter scores on the spreadsheet: manually using a mouse and/or keyboard, and by using quick find on the sidebar.

Quick Find provides keyboard navigation in the main viewer of InteGrade Pro. Using quick find you are able to move vertically in the student, score or grade area by hitting a key and then typing the first few letters of a student's last name. You are also able to move horizontally in the score area (or vertically in the task area) by hitting a key and then typing the first few letters of the task name.

To manually enter scores on the spreadsheet:

1. Select the appropriate class and spreadsheet.
2. On the spreadsheet, in the Student area of the viewer, locate the column labeled with the short form of the task name.
3. Using the mouse and/or arrow keys, move the cursor to the correct row for the student whose score you are entering.

Figure 5-10. Entering scores on the spreadsheet


Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Show: Tasks/Students
Spreadsheet:
View: Task View
Due Date
Task Name
Out Of
Scale Factor
Class Avg (%)
3/31/2000 Alice in Wonderland Quiz 15 1.0 83
4/6/2000 Through the Looking Glass Quiz 10 1.0 78
4/21/2000 Poetry of Lewis Carroll Exam 43 1.5 79
5/1/2000 Analysis of Fool on the Hill 15 1.2 83
5/11/2000 Analysis of Sounds of Silence 15 1.0 83
5/19/2000 Are Songs Poetry? Essay 45 1.0 83
5/23/2000 Term Project 75 1.0 80
5/26/2000 Term Exam 100 1.0 80
2/19/2000 Emma book report 25 1.0 n/a
Student Name
Alice Wonderland (15)
ThghLkingGlssQz (10)
PhyLovsCntExm (43)
Analysis Fool Hill (15)
AnlyzsSndsShnc (15)
AreSongsPoetry?Essay (45)
Term Project (75)
Term Exam (100)
Emma book report (25)
%
Letter Grade
Kevin Gale 14 9 41 14 14 43 69 95 93 A
Rafael Goodell 13 8 32 13 13 39 64 81 83 B
Jill Gulton 12 7 31 12 12 36 61 73 74 C
John Hedland 12 8 32 12 12 36 62 80 80 B-
Mark Huang 11 7 29 10 11 34 54 66 69 D+
Carlos Jones 12 8 34 12 12 38 61 80 82 B
Sarah Lin 15 9 43 14 14 41 72 90 94 A
Meghan Mayer 14 9 41 15 14 42 70 98 95 A

4. Type a numeric score or a special score. You can also right-click the cell (Windows) or Ctrl-click (Macintosh) and select a special score from the context menu. Skill scores can include letters and numbers, up to seven characters long. These scores are not based on grade tables. Numeric scores that are above the maximum score defined for the task generate a confirmation screen.
5. Press **Enter** or use either the **UP** or **DOWN ARROW** keys to enter the score.

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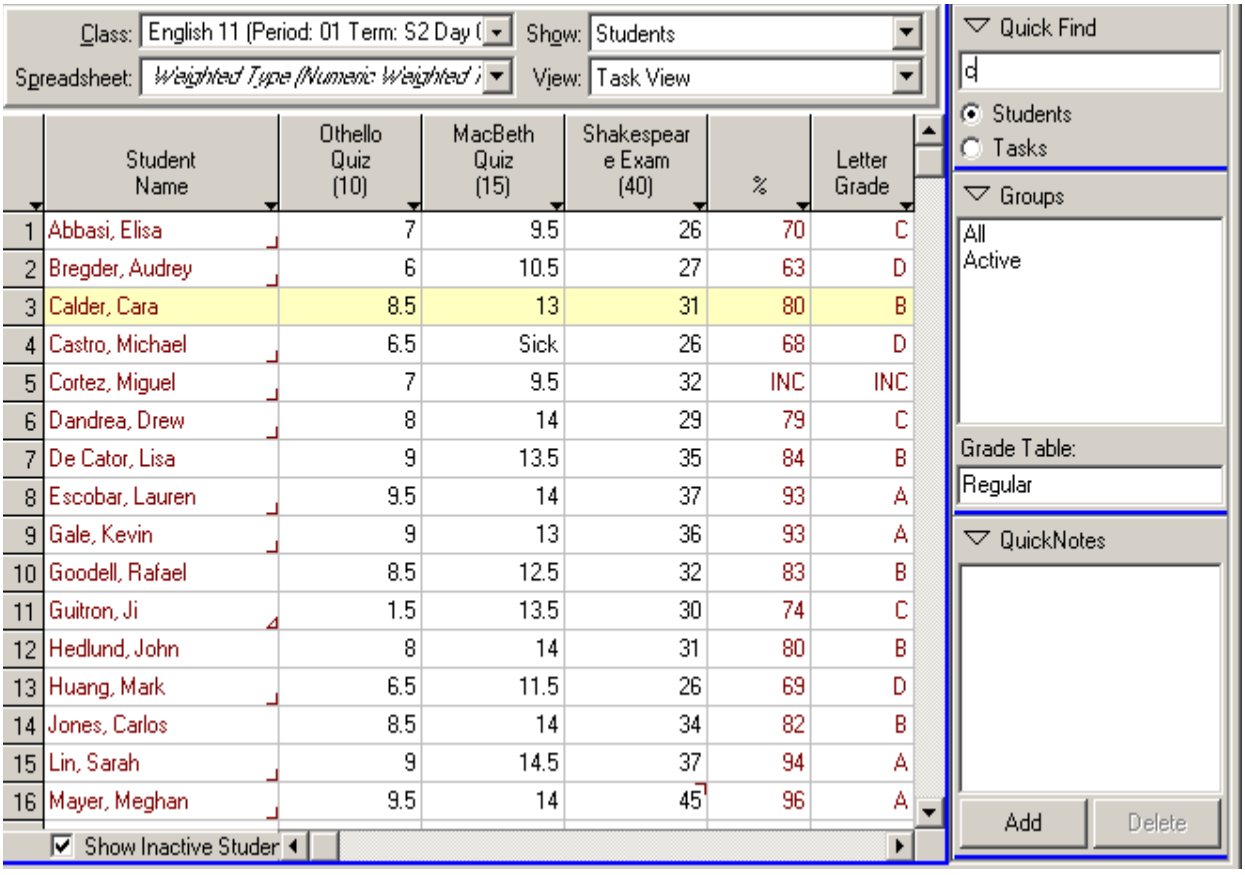
To use quick find to enter scores on the spreadsheet:

1. Select the appropriate class and spreadsheet.
2. Select a cell in the spreadsheet.
3. Press either / or ‘ to switch to keyboard navigation mode. The sidebar will also be opened, if it is not already.
4. Using the **UP** and **DOWN ARROWS** to toggle between moving through students or tasks. Ensure that students is selected.
5. Type the first few letters of the student name.

NOTE: The highlighted row will show where you are in the spreadsheet.

Figure 5-11. Using quick find



	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shakespear e Exam (40)	%	Letter Grade
1	Abbasi, Elisa	7	9.5	26	70	C
2	Bregder, Audrey	6	10.5	27	63	D
3	Calder, Cara	8.5	13	31	80	B
4	Castro, Michael	6.5	Sick	26	68	D
5	Cortez, Miguel	7	9.5	32	INC	INC
6	Dandrea, Drew	8	14	29	79	C
7	De Cator, Lisa	9	13.5	35	84	B
8	Escobar, Lauren	9.5	14	37	93	A
9	Gale, Kevin	9	13	36	93	A
10	Goodell, Rafael	8.5	12.5	32	83	B
11	Guitron, Ji	1.5	13.5	30	74	C
12	Hedlund, John	8	14	31	80	B
13	Huang, Mark	6.5	11.5	26	69	D
14	Jones, Carlos	8.5	14	34	82	B
15	Lin, Sarah	9	14.5	37	94	A
16	Mayer, Meghan	9.5	14	45	96	A

6. Press the **DOWN ARROW** to switch to tasks.
7. Type the first few letters of the task name.
8. Click **Escape** or **Enter** to accept the current selection and end navigation by keyboard.
9. Type a numeric score or a special score. You can also right-click the cell (Windows) or Ctrl-click (Macintosh) and select a special score from the context menu. Skill scores can include letters and numbers, up to seven characters long. These scores are not based on grade tables. Numeric scores that are above the maximum score defined for the task generate a confirmation screen.

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The following table describes each of the functions available for keyboard navigation:

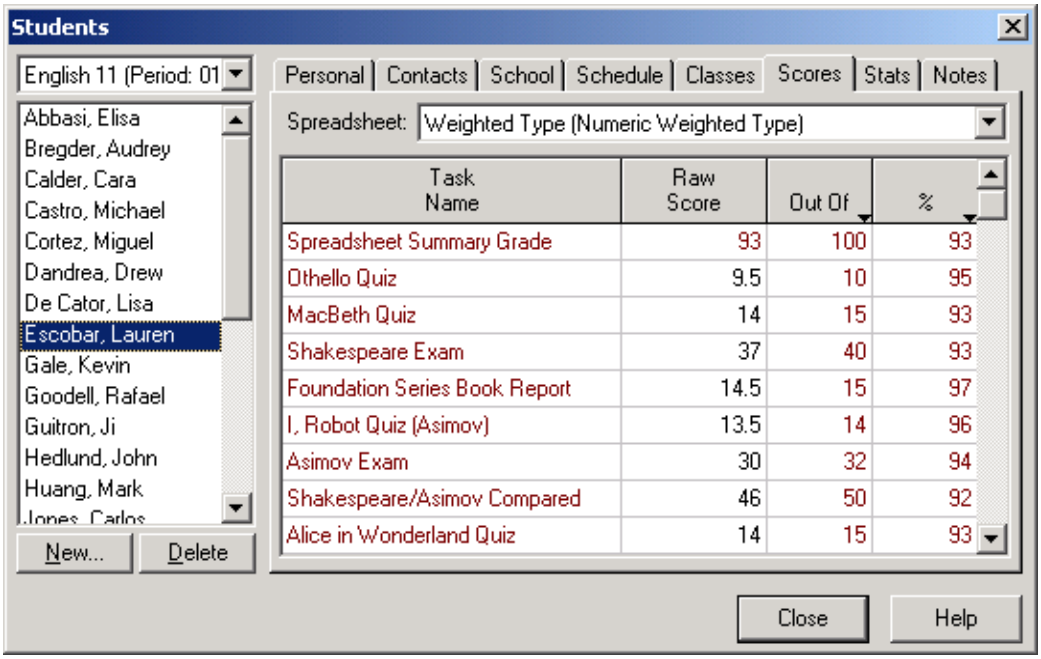
Table 5-1. Keyboard Navigation Functions

Key	Action
/ or '	Selects the Quick Find panel in the sidebar, and switches to keyboard navigation mode. The choice of navigating between students and tasks will default to the last selected type. If navigating between students, start seeking last name, regardless of the display setting.
,	Switches between adding to first name and last name match string. For example: Fi,St will match Fisher, Steven.
Up Arrow	Switches to navigating between students. This will only have an effect if the navigation side panel is selected.
Down Arrow	Switches to navigating between tasks. This will only have an effect if the navigation side panel is selected.
Letter	Adds to query.
Escape or Enter	Accepts the current selection and ends navigation by keyboard
Backspace	Deletes character from the match.

To use the Students screen:

1. On the Setup menu, select **Students.**
2. Click the **Scores** tab.

Figure 5-12. Scores tab



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3. Select the appropriate spreadsheet in the drop-down list.
4. Select a student.
5. Locate the task that requires the score and type the score.
6. Press **Enter** or use either the **UP** or **DOWN ARROW** keys to enter the score.
7. Repeat Steps 4–6 for each student's score.
8. Click **Close**.

Scores Automatically Copied to Spreadsheets

Transferring Students to a New Class The InteGrade Pro software now includes a feature that assists you when you transfer a student from one class to another class (for example, transferring a student from one period of English 11 to another period of English 11). This type of transfer can happen in one of two ways: when students are imported from an updated roster file or when a student is added manually to a new class.

Each time a student is added to a class (whether by importing students or by manually adding a student), the InteGrade Pro software looks for existing classes for that student. The system determines whether any of the existing classes are similar to the new class. If a match is found, the system copies the task scores and notes information to the new class. The procedure is completed automatically each time you add a student to a class. If the system is unable to match information, no information is copied and you must add the student's scores and note information manually to the new class.

This auto copy feature copies numeric spreadsheet, skill spreadsheet, End Term spreadsheet, and attendance spreadsheet information.

Rules Governing the Student Copy Process When the InteGrade Pro software attempts to transfer student scores and notes from one class to another, it performs a series of checks to ensure that the class to which the student is being copied is the same as the one where the student originates.

This is accomplished as follows:

- The software looks for a class with the same course ID. If no matching class is found, nothing is copied.
- If a matching course ID is found, the software checks whether any spreadsheets in the existing class match any spreadsheets in the new class. Spreadsheets match if they have the same spreadsheet ID, are of the same type and the names match. If no spreadsheet match is found, nothing is copied.
- If a matching spreadsheet is found, the software checks whether any of the tasks on the spreadsheets match. To match tasks, the software checks task IDs, task names, types, "out of" scores and due and assignment dates.

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After scores have been copied for a student, you should review them for accuracy. Using the new Fill Row feature, you can quickly replace a row of scores for a student (across all copied tasks) with another score. For example, if you want to delete the copied scores, you can replace the existing scores with a blank score.

NOTE: In the above steps, if the InteGrade Pro software encounters more than one matching course, spreadsheet or task, that course, spreadsheet or task is not copied.

Entering Many Scores At Once

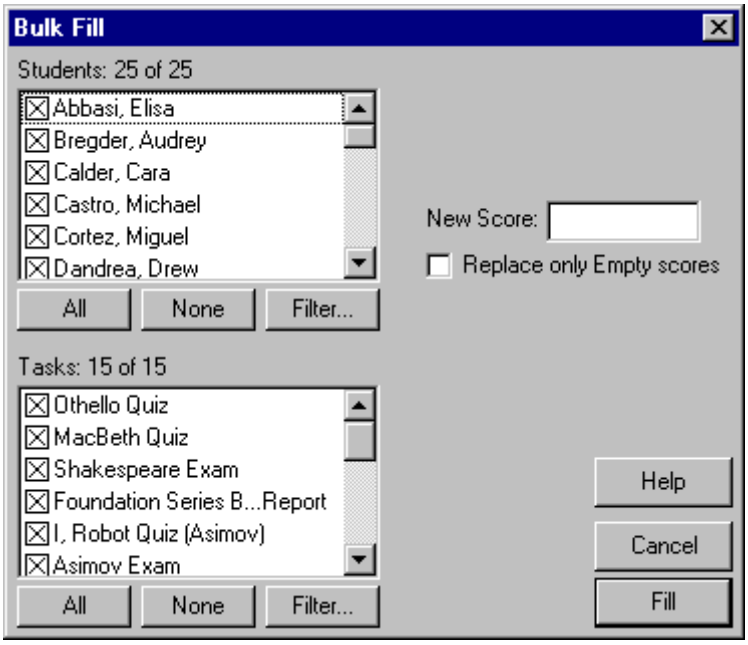
If you need to enter the same score for many students and tasks, use the Bulk Fill command from the Tasks menu. You can also use the Bulk Fill feature for entering missing scores, or replacing existing scores.

A related command is the Fill Column command, accessed by clicking a column title. This command is ideal for quickly entering the same score in the entire column. It is also useful for erasing a column by filling it with blanks.

To use the Bulk Fill feature:

1. On the Tasks menu, select **Bulk Fill**.

Figure 5-13. Bulk Fill dialog box



2. Select the students who are to receive this score. Use the **All** or **None** buttons to speed your selection.
3. Select the tasks that are to receive this score. Use the **All** or **None** buttons to speed your selection.
4. Type the new score.

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5. Select **Replace only Empty scores** if you want this score going only to students who currently do not have a score for this task.
6. Click **Fill**.

Bulk Fill Filters

You can create rules to determine which students and tasks should receive the score. Once you specify the rules, you can select specific students and tasks from the ones that were filtered.

To use the filter with bulk fill:

1. On the Tasks menu, select **Bulk Fill**.
2. On the Bulk Fill screen, click **Filter**.
3. Click the **Filter** button below the **Students** or **Tasks** area.

   You can create and use a filter for students or for tasks, or for both students and tasks.

Figure 5-14. Filters for students

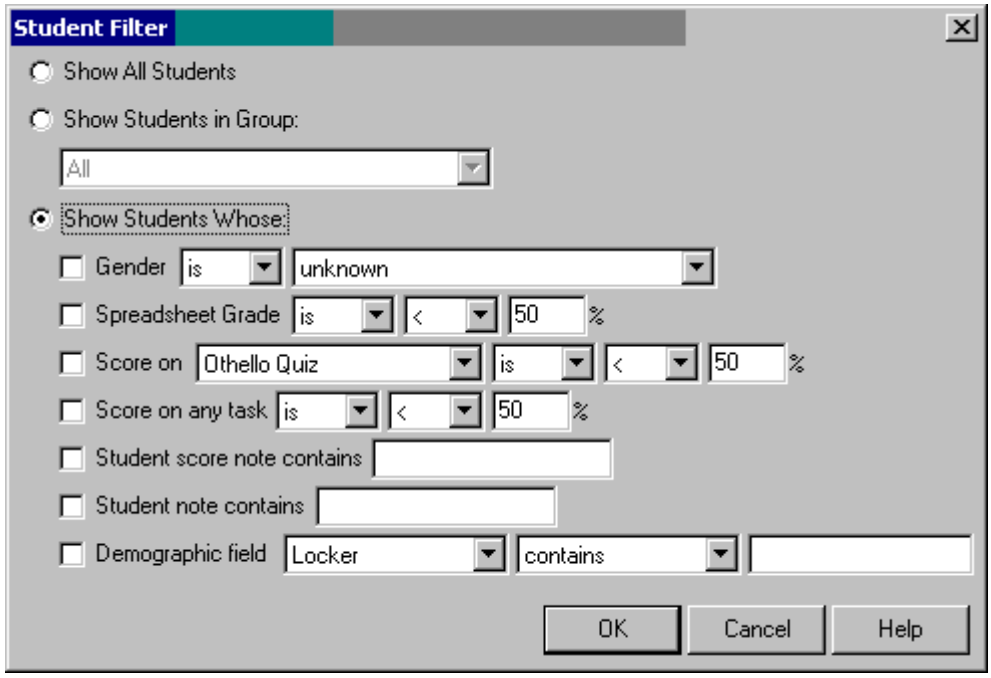
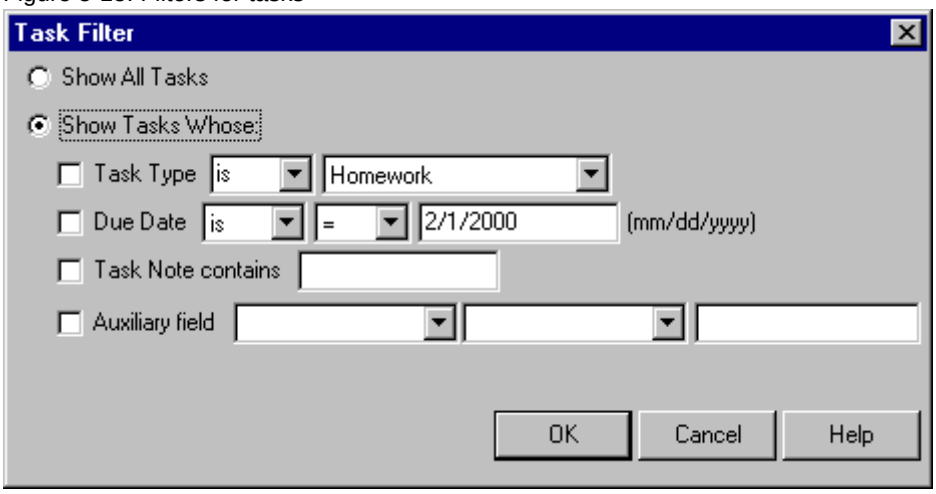


Figure 5-15. Filters for tasks



4. Do one of the following two options:
   - Select **Show Students in Group**
   - Then select the group you want to use.

   OR

   - Select **Show Students Whose** or **Show Tasks Whose**.
   - Then select the filter you want to use and modify it using the drop-down lists.

     For example, if you want to see only the students who were away with the flu, and if you had put the word "flu" in their student score note, select **Student score note contains** and type the word flu. Or if you want to see the tasks that are due on a certain date, select **Due Date** and use the drop-down lists to complete the expression.
5. Click **OK**.
6. Type the new score.
7. Select **Replace only Empty scores** if you want this score going only to students who currently do not have a score for this task.
8. Click **Fill**.

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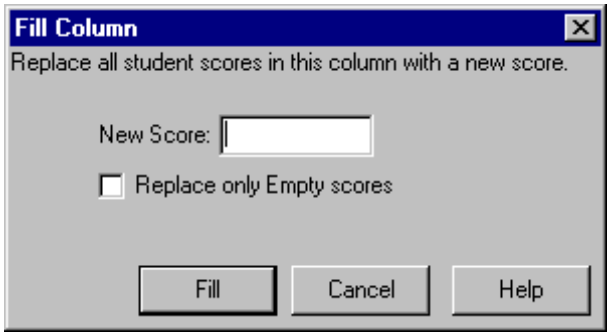
To fill columns:

1. In the Student area of the viewer, click the column header of the column you want to fill.
2. On the menu that displays, select **Fill Column**.

Figure 5-16. Fill Column dialog box



3. Enter the score you want to use to fill the column.
4. To fill only the blank cells, select **Replace only empty scores**.
5. Click **Fill**.

Erasing Scores Using the Fill Row Command

The Fill Row screen is used to quickly erase all of the task scores for a particular student. It is normally used when a student has been added to a class and the scores copied by the system require editing or deletion. You can delete all of the task scores for a student by replacing the existing scores with a blank score. This in effect deletes the scores for the student across all tasks.

Filling a Row of Scores This procedure is used to replace a row of existing scores for a student (across all tasks on the spreadsheet). You can use this to effectively erase all of the scores in a row or to replace them with another score.

To fill a row of scores:

1. In the Class viewer, right-click any task cell for the student whose scores you want to replace.
2. On the right-click menu, select **Fill Row**.
3. On the Fill Row screen, enter the **New Score**. You may leave the **New Score** field blank if you wish to erase all of the scores for the student.
4. If you wish to replace only the empty scores, select the **Replace only Empty scores** checkbox.
5. Click **Fill**.

Scanning in Scores (Windows)

The scanning feature of the InteGrade Pro software enables you to scan in scores from a standard Pearson School Systems scan form. This feature is not available on a Macintosh.

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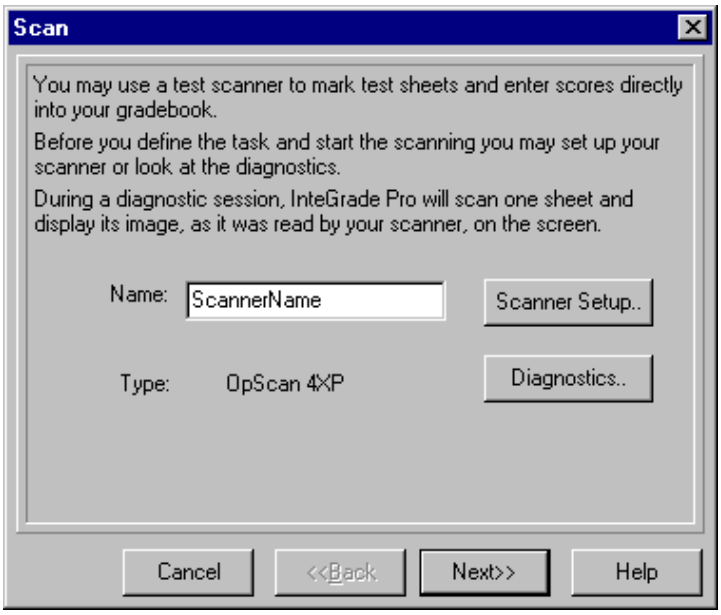
This procedure assumes that you have a functioning scanner attached to your computer and that you have all the appropriate scan forms ready. Scores are not actually created in your gradebook until the final step of this process. Scanning updates tasks in the current viewer.

Warning: Performing other tasks or starting additional applications while scanning can cause unpredictable results. Pearson School Systems recommends that you do not open other applications or attempt to perform other tasks while scanning.

To scan in scores:

1. On the Tasks menu, select **Scan**.

Figure 5-17. Scan dialog box


Scan
You may use a test scanner to mark test sheets and enter scores directly into your gradebook.
Before you define the task and start the scanning you may set up your scanner or look at the diagnostics.
During a diagnostic session, InteGrade Pro will scan one sheet and display its image, as it was read by your scanner, on the screen.
Name:
ScannerName
Scanner Setup..
Type:
OpScan 4XP
Diagnostics..
Cancel
<<Back
Next>>
Help

2. The name of your scanner displays. Click **Diagnostics** only if you need to test whether or not your scanner is working correctly. Use the **Scanner Setup** button to display the Scanner Configuration screen only when instructed by your system administrator.

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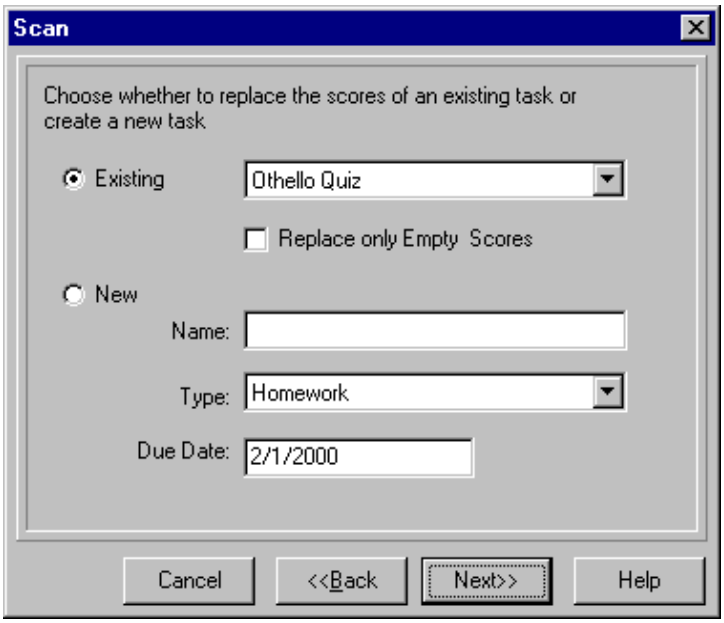
3. Click **Next**.

Figure 5-18. Scan tasks



4. Choose whether or not you want the scanned in scores to replace the scores of an existing task or create a new task.
   - If you choose **Existing**, you must also decide if you want to replace all scores or only empty scores.
   - If you choose **New**, you must enter a task name, select its type from the drop-down list, and enter a due date.
5. Click **Next**.
6. Confirm that the first form in the scanner is the test answer key and click **Next**.
7. Review the results of scanning the key sheet. If you are satisfied that you have the correct forms in the scanner, click **Next**.

   Scanning begins and a progress bar displays on screen. The student name of the sheet being processed displays.
   - If a student ID is encountered twice, a screen displays asking you if you want to replace the data. Clicking **Yes** replaces the original scanned results for that student with the latest scan results. Clicking **No** retains the original scanned results and ignores this latest scan.
   - If an unknown student ID is encountered, a screen displays “No such student in class”. Click **OK** to resume the scanning process. The score for the unknown student ID is ignored.
8. When scanning is complete, review the results on screen. If you want to print this information, click **Print Report**.
9. Click **Close** to create a task and add the scanned results to your gradebook.

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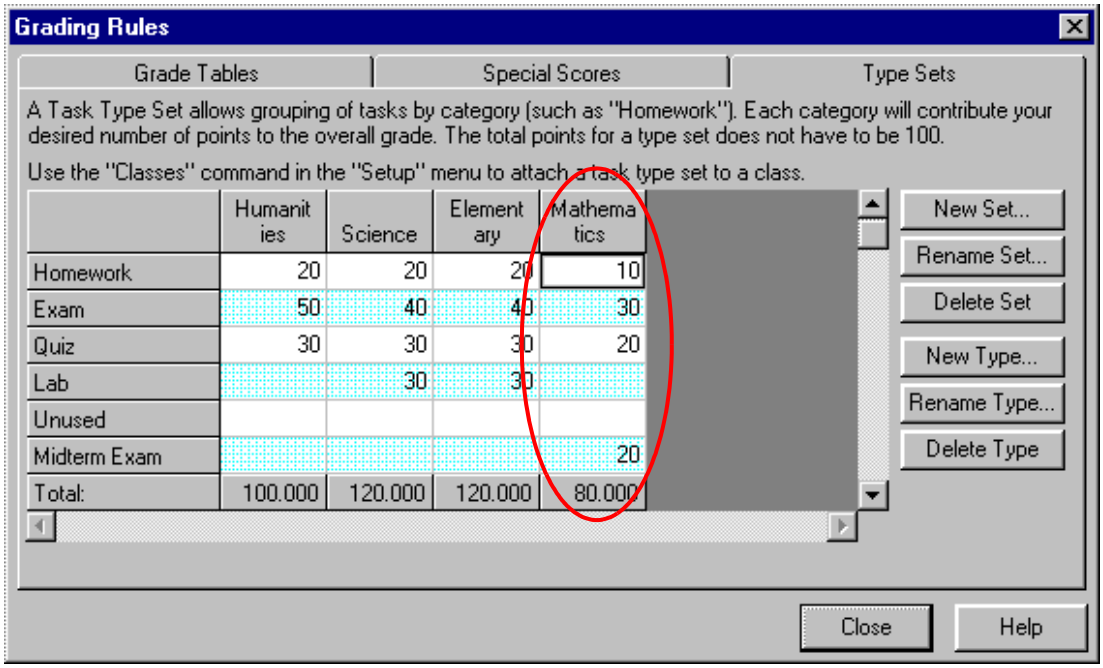
How Grades Are Calculated

InteGrade Pro gradebook software always calculates the correct grade for a student. The following example show the methodology used to calculate that grade.

First, assume that the circled Type Set is being used for Mathematics.

Figure 5-19. Grading Rules dialog box


Grading Rules
Grade Tables
Special Scores
Type Sets
A Task Type Set allows grouping of tasks by category (such as "Homework"). Each category will contribute your desired number of points to the overall grade. The total points for a type set does not have to be 100.
Use the "Classes" command in the "Setup" menu to attach a task type set to a class.
Humanities
Science
Elementary
Mathematics
Homework 20 20 20 10
Exam 50 40 40 30
Quiz 30 30 30 20
Lab 30 30
Unused
Midterm Exam 20
Total: 100.000 120.000 120.000 80.000
New Set...
Rename Set...
Delete Set
New Type...
Rename Type...
Delete Type
Close
Help

Then, divide the points assigned to each type by the total points to calculate what percentage each type contributes to the student's grade. For example, Homework is worth 10 points out of 80, or 12.5%.

Table 5-2. Total grade

Task Type	Points	Total Points	Percent of Overall Grade
Homework	10	80	10 ÷ 80 = 12.5%
Exam	30	80	30 ÷ 80 = 37.5%
Quiz	20	80	20 ÷ 80 = 25.0%
Midterm Exam	20	80	20 ÷ 80 = 25.0%
Total	80		Total Grade = 100%

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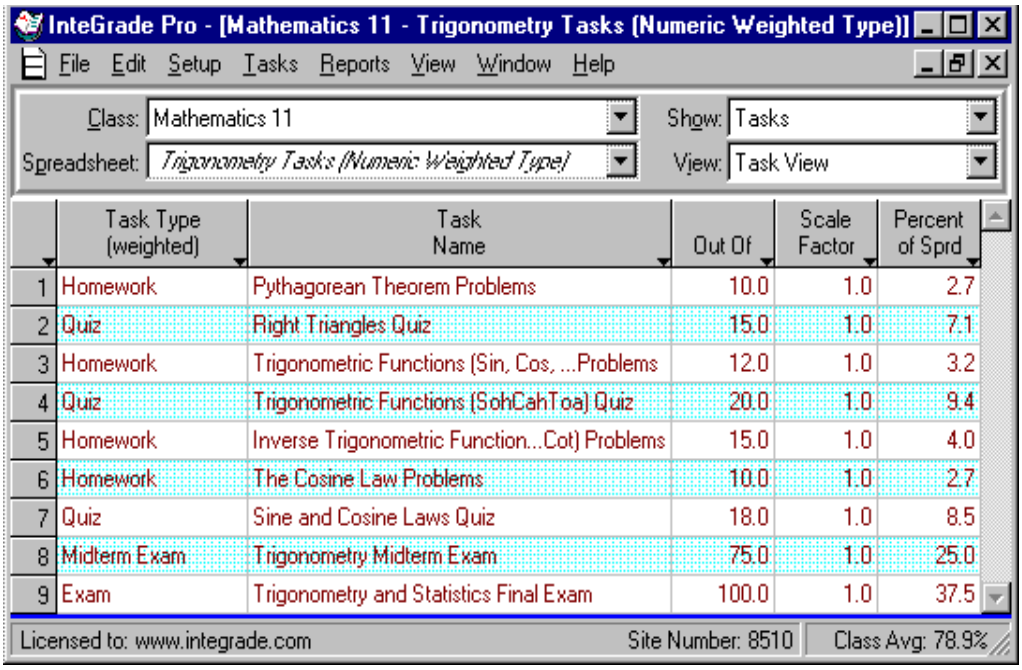
But these figures hold true only if the student has at least one score for each task type. That means until the midterm exam is given, a student will have only completed tasks of the other three types. As a result, during that time each type will contribute more than the percentage just calculated.

In this case, with no midterm, the total points are only 60 instead of 80, and so homework contributes 10 divided by 60 or 16.7% of the overall grade.

Next, assume that the following nine tasks are given for the class:

Figure 5-20. Tasks for a class


InteGrade Pro - [Mathematics 11 - Trigonometry Tasks (Numeric Weighted Type)]
File Edit Setup Tasks Reports View Window Help
Class: Mathematics 11
Show: Tasks
Spreadsheet: Trigonometry Tasks (Numeric Weighted Type)
View: Task View
Licensed to: www.integrade.com
Site Number: 8510
Class Avg: 78.9%

	Task Type (weighted)	Task Name	Out Of	Scale Factor	Percent of Sprd
1	Homework	Pythagorean Theorem Problems	10.0	1.0	2.7
2	Quiz	Right Triangles Quiz	15.0	1.0	7.1
3	Homework	Trigonometric Functions (Sin, Cos, ...Problems	12.0	1.0	3.2
4	Quiz	Trigonometric Functions (SohCahToa) Quiz	20.0	1.0	9.4
5	Homework	Inverse Trigonometric Function...Cot) Problems	15.0	1.0	4.0
6	Homework	The Cosine Law Problems	10.0	1.0	2.7
7	Quiz	Sine and Cosine Laws Quiz	18.0	1.0	8.5
8	Midterm Exam	Trigonometry Midterm Exam	75.0	1.0	25.0
9	Exam	Trigonometry and Statistics Final Exam	100.0	1.0	37.5

Since only one midterm exam is given, it is worth the entire 25% of the overall grade as noted previously. Likewise, only one exam is given, so it's worth 37.5% of the student's grade.

Quizzes are worth 25% of the overall grade, but there are more than one, so their contribution is calculated as follows. If we divide the points assigned to each quiz by the total points (53), we see what percentage each quiz contributes to the quiz portion of the total mark

Table 5-3. Percentage contribution

Quizzes	Points	Ttl. Quiz Points	% of Quiz Grade	% of Overall Grade
Right Triangles	15	53	15 ÷ 53 = 28.3%	28.3% of 25% = 7.1%
Trigonometric functions	20	53	20 ÷ 53 = 37.7%	37.7% of 25% = 9.4%
Sine and Cosine Laws	18	53	18 ÷ 53 = 34.0%	34.0% of 25% = 8.5%
Total	53			25%

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When the percentage of the overall grade that each task contributes is calculated, we arrive at the student's overall grade. The following table shows the three quizzes and their contribution to the overall mark, with the% of Overall Grade figures from the previous table, as well as the other tasks. This example also includes four Problems that are homework assignments contributing towards the 16.7% of the total grade.

Table 5-4. Three quizzes and their contribution to the overall mark

Tasks	Score	Out Of	% [score ÷out of]	% of Overall Grade	Overall % [% x% of Overall Grade]
Pythagorean Theorem Problems	8	10	80%	2.7%	2.2%
Right Triangles Quiz	12	15	80%	7.1%	5.7%
Trigonometric Functions (Sin, Cos, Tan) Problems	11	12	91.7%	3.2%	2.9%
Trigonometric Functions Quiz	17.5	20	87.5%	9.4%	8.2%
Inverse Trigonometric Functions (S~Cot) Problems	11	15	73.3%	4.0%	2.9%
The Cosine Law Problems	7.5	10	75%	2.7%	2%
Sine and Cosine Laws Quiz	15	18	83.3%	8.5%	7.1%
Trigonometry Midterm Exam	61	75	81.3%	25%	20.3%
Trigonometry and Statistics Final Exam	82	100	82%	37.5%	30.8%
					82%

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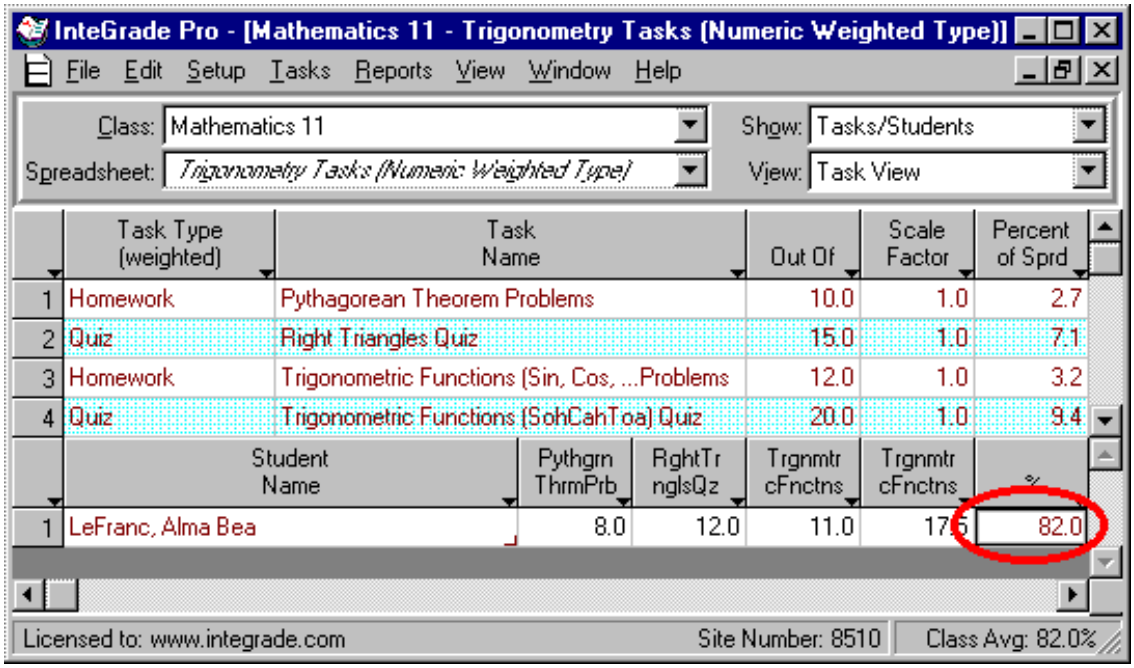
For the final result, the InteGrade Pro software calculated 82% for the student's grade. The system recalculates these grades automatically whenever you change a score or a grade rule.

Figure 5-21. Final result


InteGrade Pro - [Mathematics 11 - Trigonometry Tasks (Numeric Weighted Type)]
File Edit Setup Tasks Reports View Window Help
Class: Mathematics 11
Show: Tasks/Students
Spreadsheet: Trigonometry Tasks (Numeric Weighted Type)
View: Task View
Task Type (weighted)
Task Name
Out Of
Scale Factor
Percent of Sprd
1 Homework Pythagorean Theorem Problems 10.0 1.0 2.7
2 Quiz Right Triangles Quiz 15.0 1.0 7.1
3 Homework Trigonometric Functions (Sin, Cos, ...Problems 12.0 1.0 3.2
4 Quiz Trigonometric Functions (SohCahToa) Quiz 20.0 1.0 9.4
Student Name
Pythgrn ThrmPrb
RghtTr nglsQz
Trgnmtr cFnctns
Trgnmtr cFnctns
%
1 LeFranc, Alma Bea 8.0 12.0 11.0 17.5 82.0
Licensed to: www.integrade.com
Site Number: 8510
Class Avg: 82.0%

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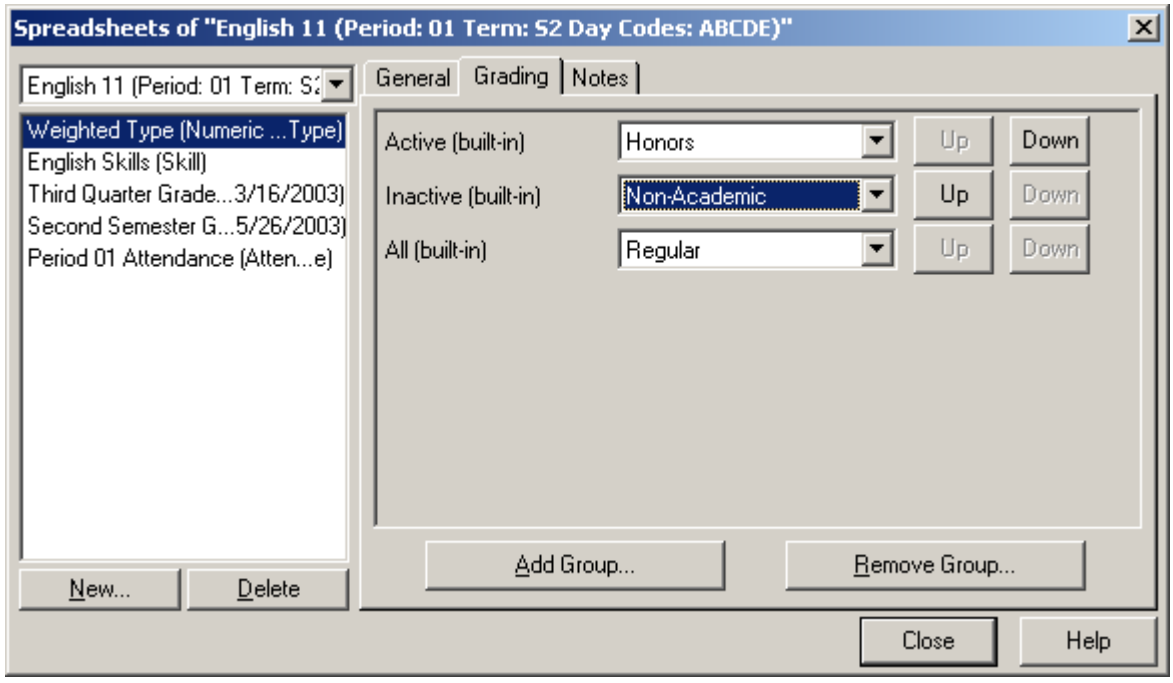
How Letter Grades are Determined

A grading group specifies which grade table should be used to look up letter grades. In numeric spreadsheets, a student group is paired with a grading table to create a grading group. Multiple grading groups can be created for each spreadsheet, enabling different grading rules to be used for different groups of students in a class. The following example shows how letter grades are determined.

First, assume the following grading groups have been defined.

Figure 5-22. Grading tab



The priority of the grading groups runs from the highest priority at the top to the lowest priority at the bottom of the list. When determining which grade table is used, first determine which group(s) a student is a member of. Then, determine which group has the highest priority. The grade table associated with this group is used to look up letter grades for the student.

For example, if a student is a member of the inactive and all group, the inactive group has the higher priority. Thus, the non-academic grade table would be used for this student.

If a student is a member of the active and all group, the active group has the higher priority. Therefore, the honors grade table would be used for this student.

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Adjusting Scores

Usually, the scores achieved by your students are the ones used to calculate their overall grades. At times you might need to adjust the scores. For example, if a test was too hard and class scores were significantly lower than expected, you might want to adjust them.

InteGrade Pro gradebook software offers several commands to help you adjust scores fairly. These commands are statistically sound and are easier to use than manually altering student scores.

The score-adjusting functions are available only while a numeric spreadsheet is active.

> **NOTE:** Before altering any scores, you should print the Spreadsheet report. This gives you an archive of the original, unaltered scores. If the results are not what you expect, you can always "back out" of any changes if you have not saved the gradebook.

Dropping and Restoring Scores

The Drop/Restore Scores command automatically drops one or more scores that are the most damaging to a student's overall grade. Because different task types like quizzes and homework may contribute differing amounts to the overall grade, the most damaging score might not necessarily be the lowest one.

For example, suppose you have an equal number of quiz and homework tasks. A student receives 3 out of 10 on a quiz and 4 out of 10 on a homework task. However, if quizzes account for 20% of the overall grade, while homework accounts for 40%, the 4 out of 10 homework task would be dropped, even though the quiz score of 3 out of 10 is lower.

How It Works The Drop/Restore Scores command tries dropping each score and then notes how it affects the student's overall grade. This procedure applies Drop labels—a special type of Excused label—to the number of scores requested.

The Drop label behaves like any other Excused label, except that its name is fixed and it does not appear in the Special Scores tab of the Grading Rules screen.

The original score still exists beneath the Drop label. If you use another score manipulation factor, such as Curve Scores, you can affect the original score.

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Limitations of Drop Scores:

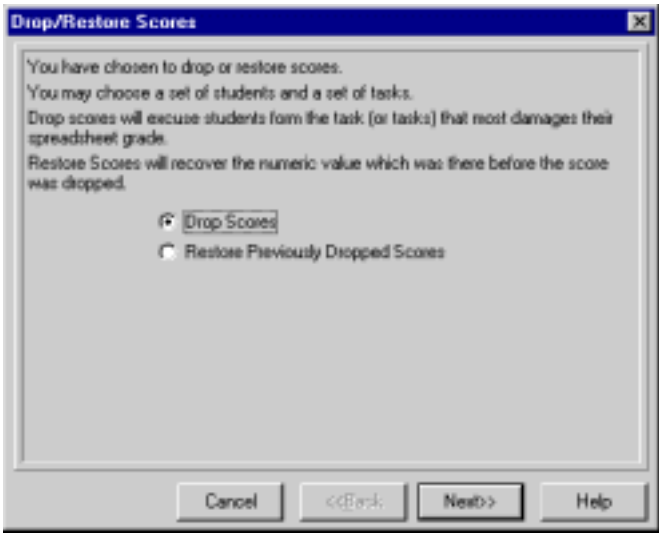
- Drop Scores will not function for any student with an INC (Incomplete) score on ANY of the tasks included in your selection. You must replace the Incomplete score with an Excused label in order for Drop Scores to work.
- The InteGrade Pro software counts Excused scores as dropped scores. If a student has the same or greater number of Excused labels as the number of scores you are asking to drop, the system will not apply additional Drop labels. For example, if a student has two Excused labels and you are requesting that the two most damaging scores be dropped, that student will have no additional scores dropped.
- Drops Scores does not work if you include a task that has all empty scores (i.e. a task that has not yet been completed). Be sure to select only tasks that have been scored. Do not select future tasks that have yet to be scored.

NOTE: If you type over a Drop label on the spreadsheet, you replace both the Drop label and the original score. You cannot restore the original scores if you do this.

To drop scores:

1. Select the class whose scores you want to drop.
2. On the Tasks menu, select **Drop/Restore Scores.**

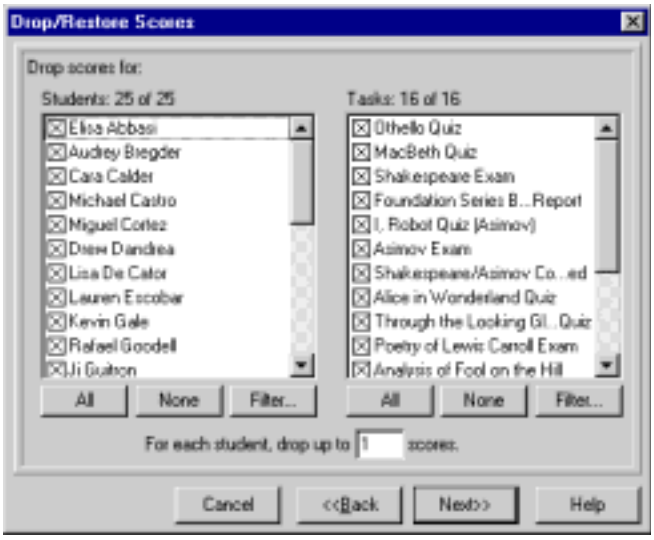
Figure 5-23. Drop/Restore Scores dialog box


Drop/Restore Scores
You have chosen to drop or restore scores.
You may choose a set of students and a set of tasks.
Drop scores will excuse students form the task (or tasks) that most damages their spreadsheet grade.
Restore Scores will recover the numeric value which was there before the score was dropped.
Drop Scores
Restore Previously Dropped Scores
Cancel
<<Back
Next>>
Help

3. Select **Drop Scores** and click **Next**.

4. Enter the number of scores to drop. You can drop one or more scores.

Figure 5-24. Entering the number of scores to drop



5. Select the students and tasks to include by manually choosing from the list. Use the **All** and **None** buttons to speed your selection, or click **Filter** and create rules.
6. Click **Next**.
7. Click **Drop**.

You can undo the Drop/Restore Scores manipulations at any time.

Using the Filter With Drop/Restore You can create rules to determine which students and tasks should be selected to be dropped.

To use a filter with Drop/Restore:

1. On the Drop/Restore Scores screen, click the **Filter** button below the Students or Tasks area. You can create and use a filter for students or for tasks, or for both students and tasks.
   - Select **Show Students in Group**
   - Then select the group you want to use.

   OR

   - Select **Show Students Whose** or **Show Tasks Whose**.
   - Then select the filter you want to use and modify it using the drop-down lists.
   - For example, if you want to see only the students who were away with the flu, and if you had put the word “flu” in their student score note, select **Student score note contains** and type the word flu. Or if you want to see the tasks that are due on a certain date, select **Due Date** and use the drop-down lists to complete the expression.

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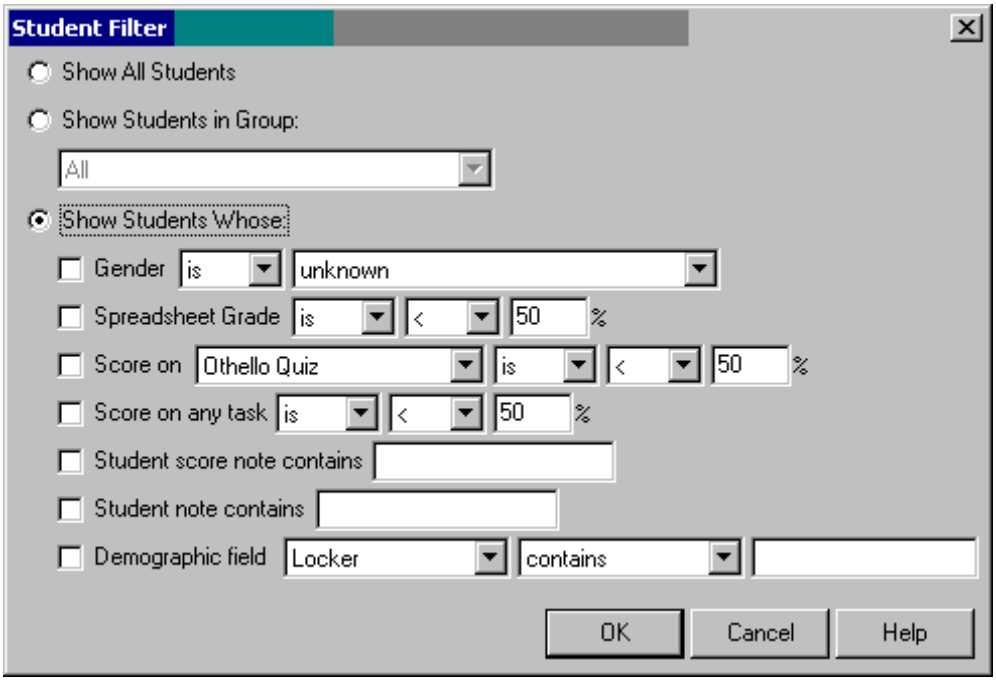
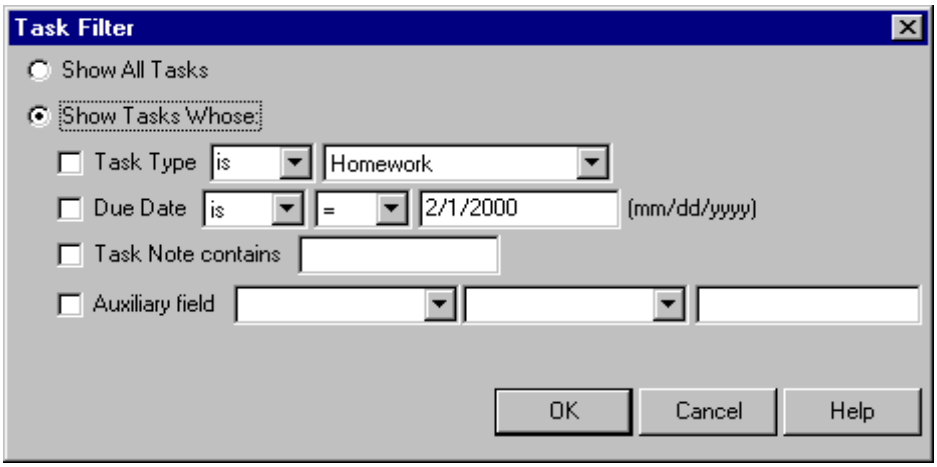
Figure 5-25. Student filter



2. If you want to see the tasks that are due on a certain date, select **Due Date** and use the drop-down lists to complete the expression.

Figure 5-26. Tasks due on a certain date



3. Click **OK**.

Restoring Dropped Scores You cannot manually remove a Drop label to reveal the original score. You must use the Drop/Restore Scores function to remove it.

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To restore dropped scores:

1. On the Tasks menu, select **Drop/Restore Scores**.
2. Select **Restore**.
3. Select the students and tasks to restore from the list, or click **Filter** and use rules.
4. Click **Restore**.

Curving Scores

The Curve Scores command alters scores for a task using one of two methods:

- Curve all scores to fall within a specified low/high range.
- Curve towards a specified mean and standard deviation.

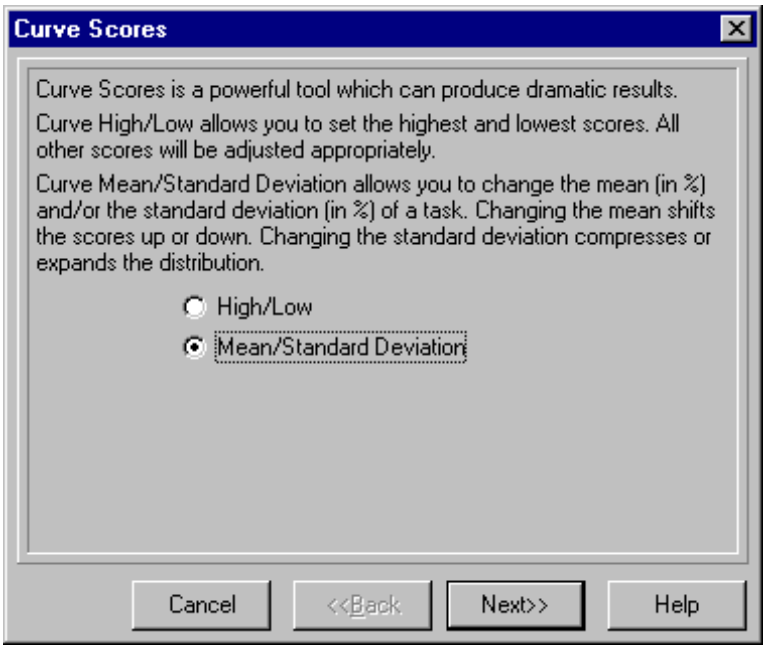
Curving does not affect Excused scores or INC (Incomplete) scores. They remain INC until the student completes the assignment and the teacher records a score.

Curving can affect scores under a Drop label.

To curve scores:

1. Select the class whose scores you want to curve.
2. On the Tasks menu, select **Curve Scores**.

Figure 5-27. Curve Scores dialog box


Curve Scores
Curve Scores is a powerful tool which can produce dramatic results.
Curve High/Low allows you to set the highest and lowest scores. All other scores will be adjusted appropriately.
Curve Mean/Standard Deviation allows you to change the mean (in %) and/or the standard deviation (in %) of a task. Changing the mean shifts the scores up or down. Changing the standard deviation compresses or expands the distribution.
High/Low
Mean/Standard Deviation
Cancel
<<Back
Next>>
Help

3. Select the method you want to use and click **Next**.
4. Select the task to curve and click **Next**.

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5. Enter the parameters for the method you selected and click **Next**.
   - If you selected **High/Low**, you must enter a new high and a new low score.
   - If you selected **Mean/Standard Deviation**, you must enter a new mean and standard deviation.
6. Indicate whether the curved task replaces the existing task or appears as a new task. Because curved scores cannot be "uncurved", you should create a new task and then delete the original task later when you are satisfied with the results.
7. Enter the name of the curved task and click **Next**.
8. Click **Curve**. The new curved task has a scale factor of 0.0. If you decide to keep the new curved task, change its scale factor to 1.0 to include it in the calculations.

NOTE: Instead of deleting the original task, consider changing its scale factor to 0.0 instead. This prevents it from affecting the totals and provides an additional safeguard should you decide to undo the curving later.

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Picking the Highest Scores

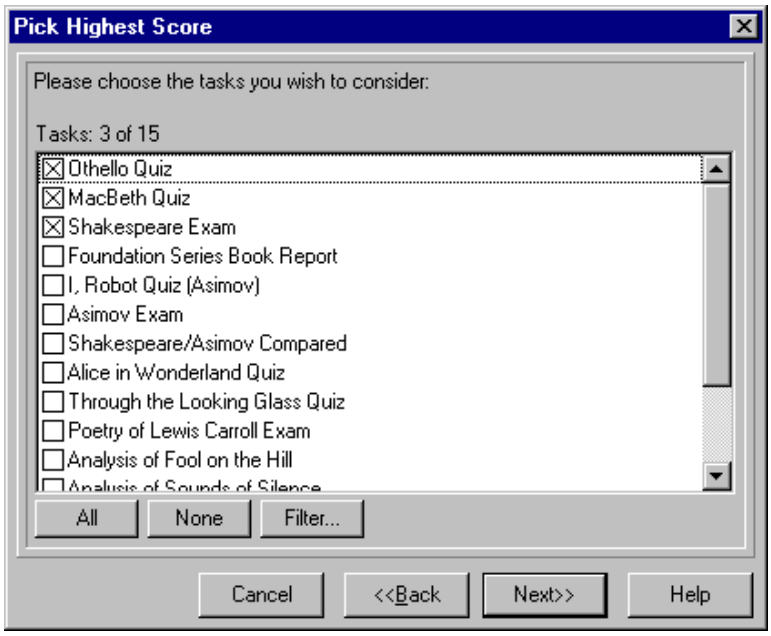
The Pick Highest Scores command creates a new task with the highest score out of a group of specified tasks. You can use this function when a student repeats a task and you allow the better of the two scores to stand.

The newly created task is always out of 100 and is of the task type that you specified. The system can select the highest score from any number of tasks. The tasks do not have to be of the same type, since they are compared by percentages.

To pick the highest scores:

1. Select the appropriate class.
2. On the Tasks menu, select **Pick Highest Scores**. Click **Next**.

Figure 5-28. Pick Highest Score dialog box



3. Select the tasks to include from the list, or click **Filter** and use rules. Click **Next**.

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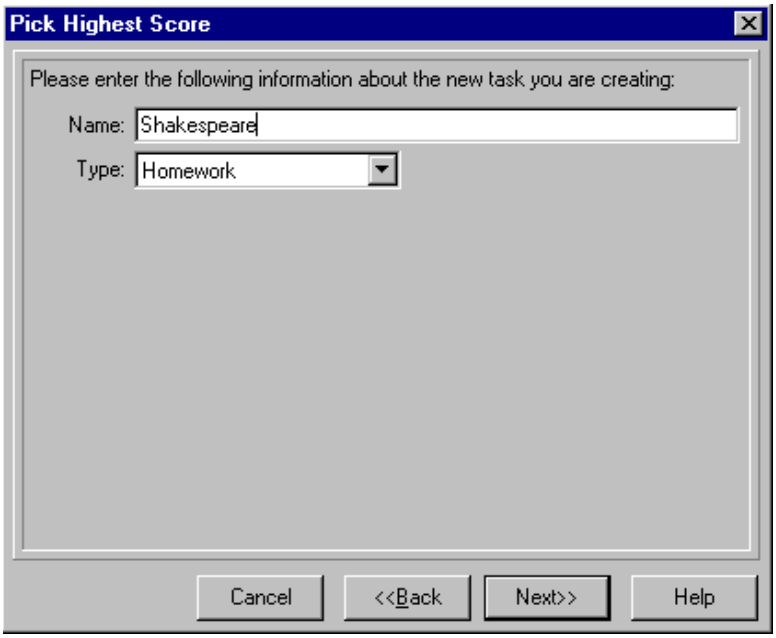
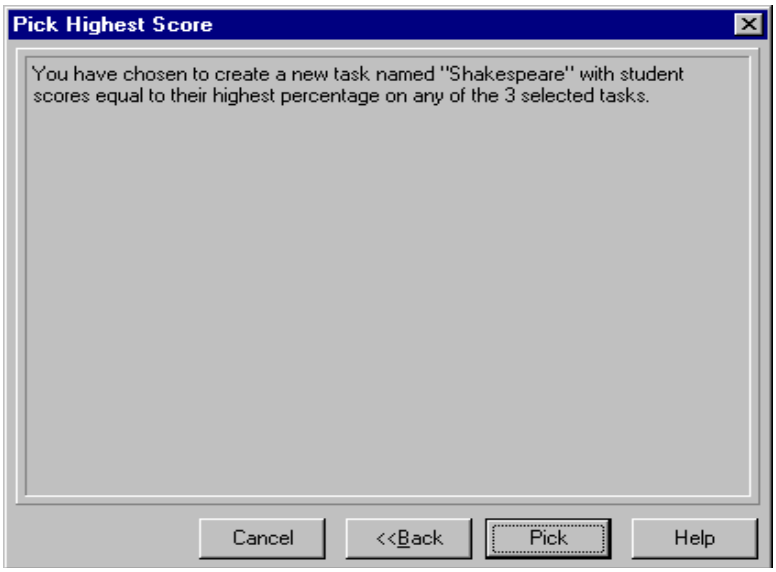
4. Enter a name for the new task.

Figure 5-29. Entering a name for the new task



5. Choose a type for the new task and click **Next**.

Figure 5-30. New task type


Pick Highest Score
You have chosen to create a new task named "Shakespeare" with student scores equal to their highest percentage on any of the 3 selected tasks.
Cancel
<<Back
Pick
Help

6. Click **Pick**. The new task is added to the end of the list of tasks. The new task has a Scale Factor of 0.0. If you decide to keep the new task, change its Scale Factor to 1.0 on the Edit Tasks screen, to include it in the calculations.

NOTE: Instead of deleting the original tasks, consider changing their Scale Factor to 0.0 instead. This prevents the tasks from affecting the totals and it provides an additional safeguard should you decide to undo the Pick Highest Scores later.

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Working With Notes

You can enter notes directly in the spreadsheet in the Notes area, or on the Notes tab in the Student or Tasks setup screens.

Cells with notes have a small marker at the lower-right corner of the cell. You can see this in the sample gradebook. Cells with quicknotes have a diagonal line in the lower-right corner of the cell. When cells have both quicknotes and regular notes the corner clip looks like a triangle. This is different from a small marker in the upper-right corner of a cell, which indicates that the score entered is over 100%.

Notes Area

The Notes area at the bottom of the screen is ideal for teachers who use notes frequently, or who comment extensively on skills.

Once the Notes area is visible, you can resize it by dragging the thin blue bar at the top of the Notes area. This helps you accommodate long and short notes, while conserving screen space.

The Notes area can record and display notes about tasks, students, and student scores on a task. For notes about the class or spreadsheet you must use the Classes or Spreadsheets screens (accessed under the Setup menu).

To view notes:

1. From the Show drop-down menu of the viewer, select one of the views that displays notes:
   - Students/Notes
   - Tasks/Notes
   - Tasks/Students/Notes
   - Seating Chart/Notes
2. Select the cell containing the note to view. The Notes area displays at the bottom of the screen.

NOTE: You can also view notes by selecting **Show Notes** from the View menu.

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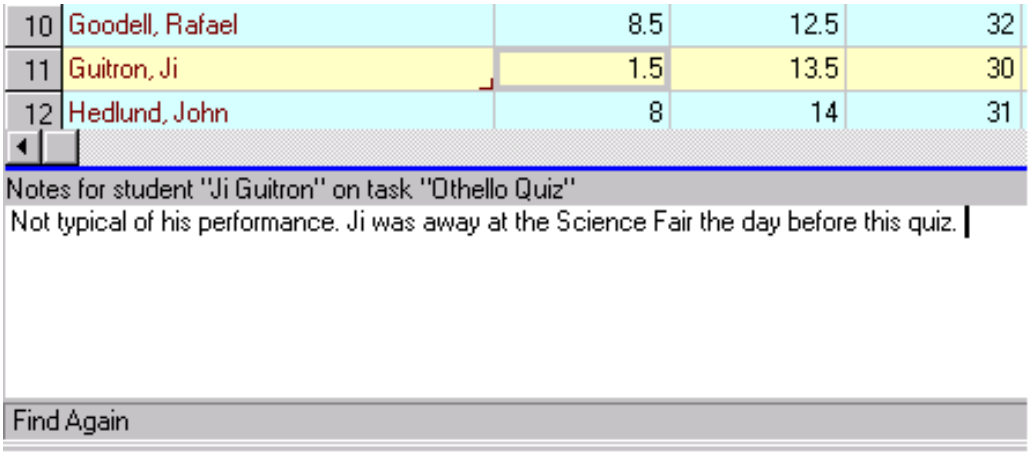
Figure 5-31. Notes area at the bottom of the screen


10 Goodell, Rafael 8.5 12.5 32
11 Guitron, Ji 1.5 13.5 30
12 Hedlund, John 8 14 31
Notes for student "Ji Guitron" on task "Othello Quiz"
Not typical of his performance. Ji was away at the Science Fair the day before this quiz.
Find Again

To enter notes in the Notes area:

1. Select the cell where you want to enter the note. The title bar in the Notes area shows you which cell is being edited.
2. Type the note in the Notes area. Remember that notes are specific to the spreadsheet being viewed.

To enter notes for students or classes:

1. On the Setup menu, select **Students** or **Classes**.
2. Select the **Notes** tab.

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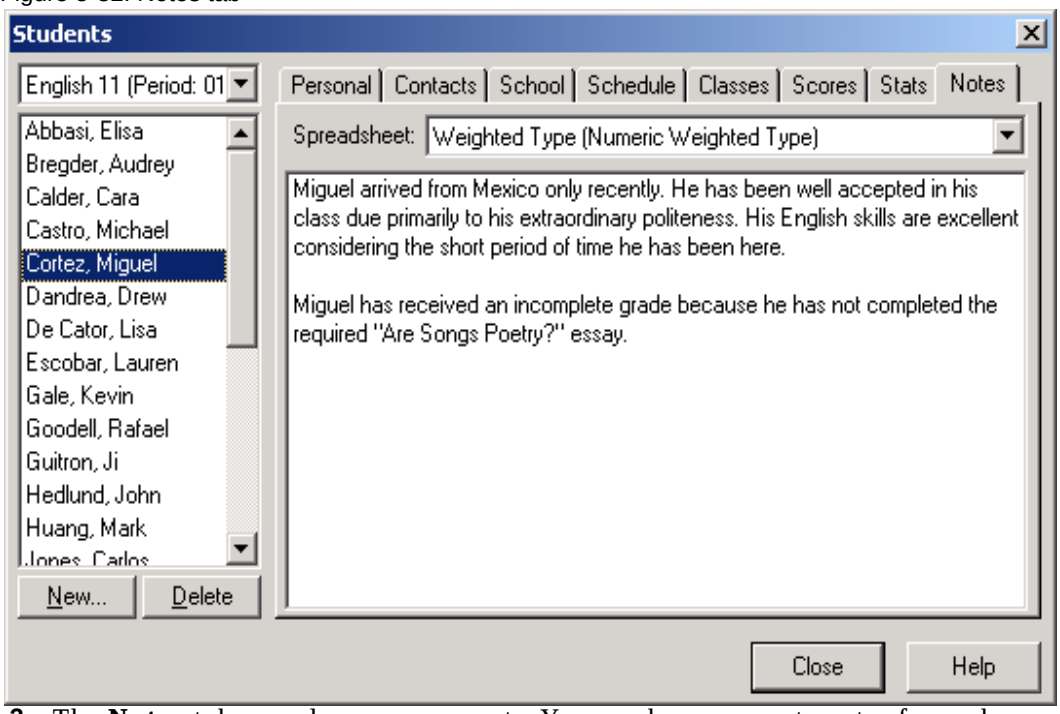
Figure 5-32. Notes tab



3. The **Notes** tab records your comments. You can keep separate notes for each spreadsheet. If you have chosen to show all students, the **Notes** tab appears dimmed. A small red marker in the lower-right corner of the cell on the spreadsheet indicates that notes exist for that student or class.

Figure 5-33. Notes that exist for that student or class

	Student Name	Othello Quiz (10)	MacBeth Quiz (15)	Shakespear e Exam (40)
1	Abbasi, Elisa	7	9.5	26
2	Bregder, Audrey	6	10.5	27
3	Calder, Cara	8.5	13	31
4	Castro, Michael	6.5	Sick	26
5	Cortez, Miguel	7	9.5	32
6	Dandrea, Drew	8	14	29
7	De Cator, Lisa	9	13.5	35
8	Escobar, Lauren	9.5	14	37
9	Gale, Kevin	9	13	36
10	Goodell, Rafael	8.5	12.5	32
11	Guitron, Ji	1.5	13.5	30
12	Hedlund, John	8	14	31

Notes for student "Ji Guitron" on task "Othello Quiz"

Not typical of his performance. Ji was away at the Science Fair the day before this quiz.

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Finding Text in Spreadsheets and Notes

The Find command searches for a word or phrase in the spreadsheet and the notes behind it for tasks, students, and classes. It searches the current spreadsheet, and if the text is not found, you can choose to search other spreadsheets.

To find text in spreadsheets and notes:

1. On the Edit menu, select **Find**.
2. Type the characters you want to find.
3. To search only for complete words, select **Whole Words Only**. In that case, a search for "bat" would skip over "batch".
4. To search the notes, select **Search Notes**.
5. To search the surface of the spreadsheet, select **Search Spreadsheet Cells**.
6. Click **Find**.

   When the text is found, it is highlighted. To search other spreadsheets in this gradebook, select that spreadsheet in the viewer.
7. To repeat your search, use the **Find Again** command.

Shortcut Both the Find and the Find Again commands are available on the context menu that displays when you right-click (Windows) or Ctrl-click (Macintosh) a word in a note.

Checking Your Spelling

The InteGrade Pro software can check your spelling as you are typing a note for tasks, students, or classes.

Configuring the Spell Checker You can customize the spell checker of InteGrade Pro gradebook software.

To configure the spell checker:

1. On the Setup menu, select **Display** and click the **Spelling** tab.
2. Select your spelling options:
   - **Always check spelling** controls when your spelling is checked. If it is checked, the spell checker is always on. If it is not checked, you have to choose **Next Spelling Error** on the Edit menu to activate spell checking.
   - **Ignore words in all caps** makes the spell checker skip words, like SAT, that are in capital letters.
   - **Ignore words containing numbers** makes the spell checker skip words, like 4th, that contain numbers.
3. Review the list of ignored words. You add words to this list during spell checking when you select **Ignore Word** from the context menu.

   Select a word and click **Remove** to remove it from the list, or click **Remove All** to clear the list.

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4. Select how many suggestions you want to see in the context menu by sliding the control between **Fewer Suggestions** and **More Suggestions**.

   Setting the slider to the far right offers many suggestions, some of which may be inappropriate. Setting the slider to the far left offers fewer suggestions, but is less likely to provide the correct suggestion for some words. Set the slider somewhere in the middle at first. You can change it later.

5. Select the dictionary you want to use from the drop-down list.
6. Click **Close**.

Correcting Misspelled Words If you have set up **Always Check Spelling**, as you type, the misspelled word in your note displays underlined.

To correct misspelled words:

1. Display the context menu. Right-click in Windows, or Control-click on a Macintosh to display that context menu.
2. The context menu displays a list of suggestions.
   - Select one of the words to replace the misspelled word.
   - If you know the word is spelled correctly, select **Ignore Word**.
   - If you choose to keep the spelling of this word, select **Add to Dictionary**.

Starting the Spell Checker If you have not configured the spell checker to always check spelling, you can still start this process in one of two ways.

To start the spell checker, do one of the following:

- On the Edit menu, select **Next Spelling Error**.

OR

- Click a correctly spelled word to bring up the context menu (right-click in Windows or Control-click on a Macintosh) and select **Next Spelling Error**.

This command searches for the next incorrectly spelled word in this note and moves on to subsequent notes.

Using a Dictionary or Thesaurus If your computer has Internet access you can use a public access dictionary and thesaurus.

To use the public access dictionary and thesaurus:

On the Notes right-click menu, select **Dictionary.com** to open a public access dictionary and thesaurus.

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Working With QuickNotes

After a quicknote has been created you can add it to a cell using the sidebar. QuickNotes be assigned anywhere a note can be assigned on the main viewer, and can contain sequences that are replaced ("mail merged") with data for the current student to customize the note. These sequences can be displayed on reports.

Cells with quicknotes are marked using a small diagonal line at the lower-right corner of the cell. Cells with both notes and quicknotes have a marker that looks like a triangle.

QuickNotes

QuickNotes provide the ability to assign a generic note to one or more students, for example, "FirstName is failing this course due to a lack of good study habits".

When a cell is selected its assigned quicknotes are displayed in the sidebar.

The sidebar can be resized by dragging the vertical thin blue bar at the left of the sidebar area. The quicknotes pane in the sidebar can also be resized by dragging the horizontal thin blue bar at the top or bottom of the groups pane. This helps you display a large number of quicknotes, while conserving screen space.

If selected to be included, all assigned QuickNotes will be included with the Student Progress, E-mail Student Progress and Mutliclass reports.

QuickNotes are not directly displayed in the notes area.

To create quicknotes:

1. On the Setup menu, select **QuickNotes**.

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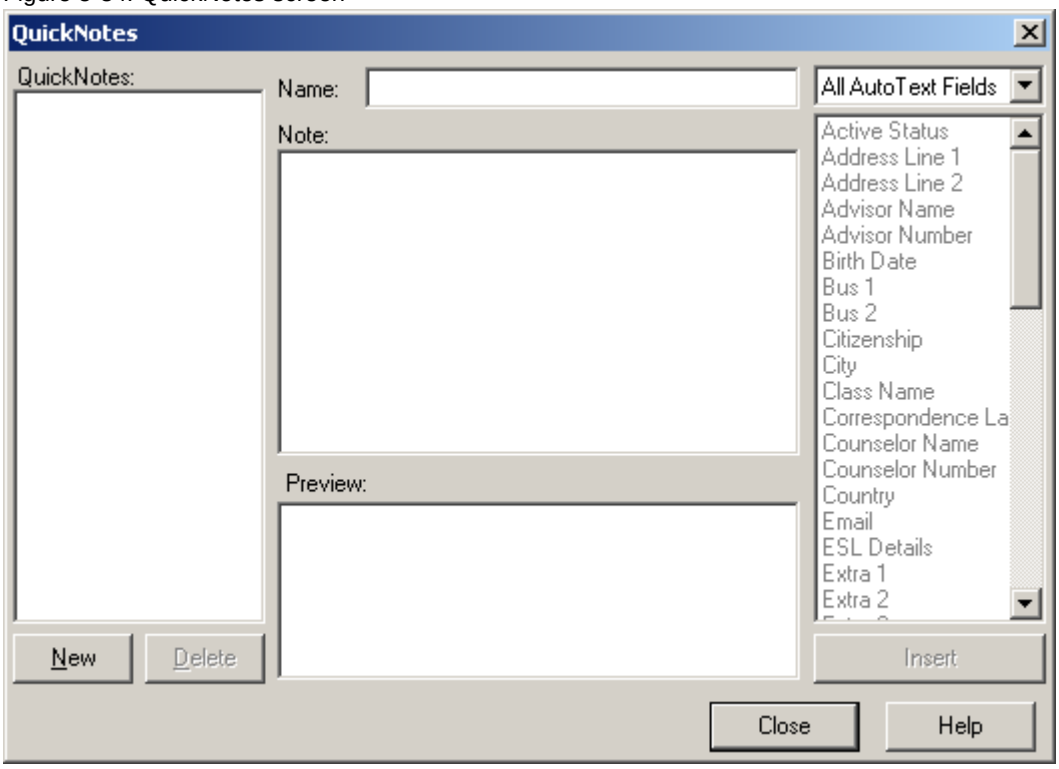
Figure 5-34. QuickNotes screen



2. Click **New**.
3. Type the quicknote name and click **Create**.
4. Click **Close**.

To rename quicknotes:

1. On the Setup menu, select **QuickNotes**. Select the quicknote to rename.
2. Type a new name in the **Name** field.
3. Click **Close**.

To delete quicknotes:

1. On the Setup menu, select **QuickNotes**. Select the quicknote.
2. Click **Delete**.
3. Click **Yes** to confirm the deletion. When you delete a quicknote, every instance of this quicknote being assigned to a cell are permanently lost.

Creating QuickNote Text

QuickNotes can contain sequences, called autotext fields, that are replaced ("mail merged") with data for the current student to customize the note. Many autotext fields are available including student demographic, class, task, and school administration fields.

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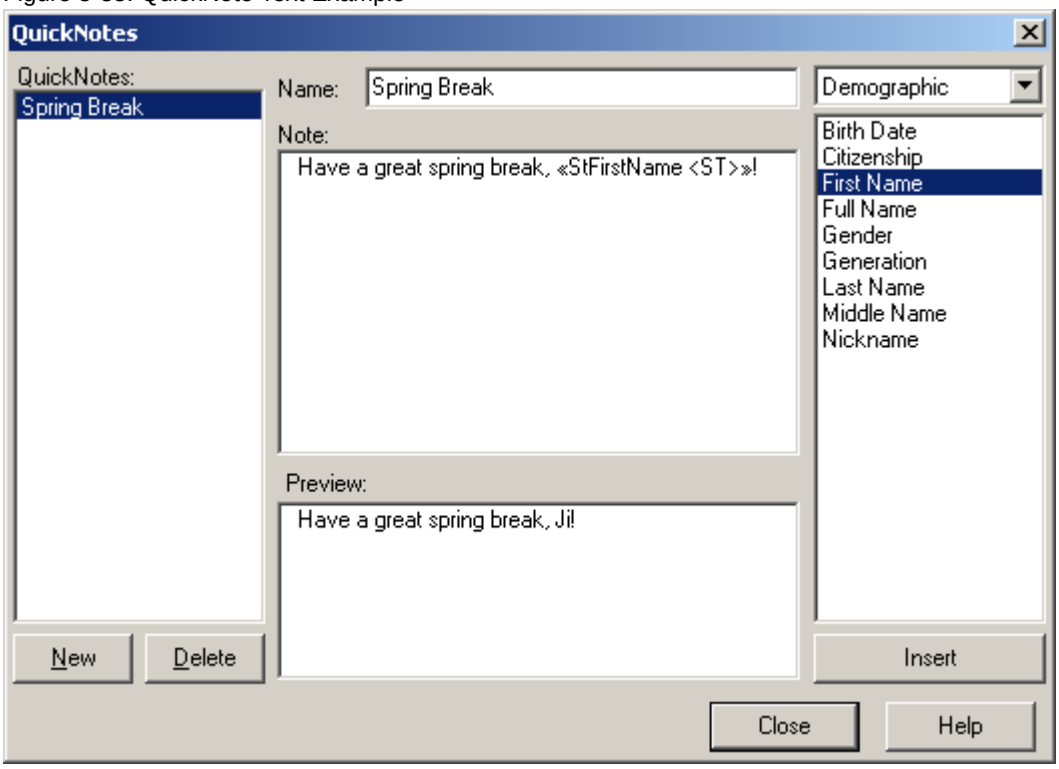
To create quicknote text:

1. On the Setup menu, select **QuickNotes**. Select a quicknote. If you have not created a quicknote, see "To create quicknotes:" on page 136.
2. Enter the text you would like displayed into the **Note** field. When you would like to use an autotext field, select the field you would like to use and click **Insert**.

Figure 5-35. QuickNote Text Example



3. A preview of the quicknote will be displayed in the **Preview** field.

> **NOTE:** The preview will use the contents of the currently selected cell in the gradebook as a reference. Therefore, if you have a task selected in the main viewer and are creating a quicknote which includes a student demographic autotext field, the autotext fields in the preview will not be filled in with actual student data. Close the quicknote screen, select a student in the main viewer and then reopen the quicknote screen. The preview will now mail-merge the autotext tokens using the selected student as a reference.

4. Click **Close**.

Viewing QuickNotes

To view quicknotes:

1. Ensure the sidebar is visible.

> **NOTE:** You can toggle the sidebar on and off by selecting **Show Sidebar** from the View menu.

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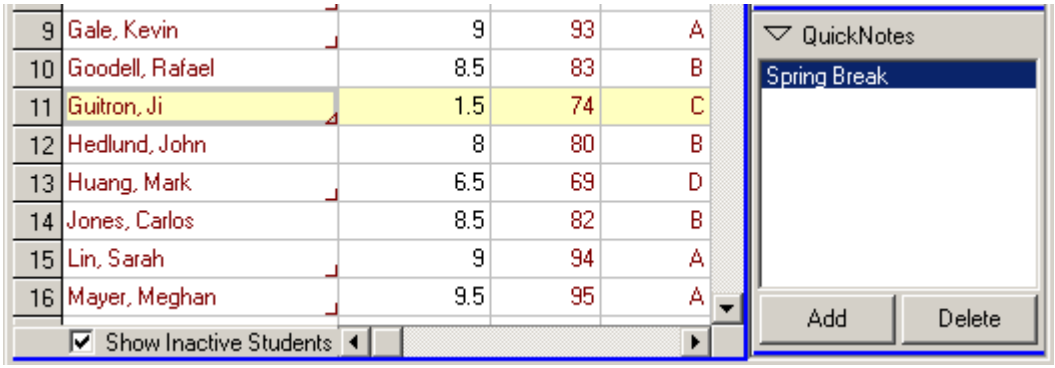
2. Select the cell containing the quicknote to view. The assigned quicknote will display in the quicknotes pane of sidebar.

Figure 5-36. Example quicknote


9 Gale, Kevin 9 93 A
10 Goodell, Rafael 8.5 83 B
11 Guitron, Ji 1.5 74 C
12 Hedlund, John 8 80 B
13 Huang, Mark 6.5 69 D
14 Jones, Carlos 8.5 82 B
15 Lin, Sarah 9 94 A
16 Mayer, Meghan 9.5 95 A
Show Inactive Students
QuickNotes
Spring Break
Add
Delete

Assigning QuickNotes

QuickNotes can be assigned anywhere a note can be assigned on the main viewer. After creating the quicknote, you can use the sidebar to assign it to a cell.

To assign quicknotes:

1. Select a cell in the main viewer.
2. In the quicknotes pane of the sidebar, click **Add**.
3. Select a quicknote.
4. Click OK.

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6 Creating Reports and Graphs

The InteGrade Pro software provides a number of reports and graphs you can use to analyze the performance of your students and review the effectiveness of your tasks.

You can also e-mail a progress report to parents.

Working With Reports

This is an overview of creating a report. Details of each report display on the following pages.

To create a report:

1. Select one of these reports from the Reports menu.
   - E-mail Student Progress Report
   - Class Attendance
   - Class Roster
   - Missing Tasks
   - Multi-Class
   - Seating Chart
   - Spreadsheet
   - Student Attendance
   - Student Demographics
   - Student Progress
   - Student Rank
   - Task Details
2. Select the specific content you want to see on the report.
3. Click **Next**.
4. Click **Print**.

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Selecting Students and Tasks

Here are some other ways to select and deselect students and tasks.

To select and deselect students and tasks, do one of the following:

- To select all or nearly all the students or tasks, click **All**, then deselect the ones you don't want included.
- To select only a few students or tasks, click **None** to clear the list, then select the items as necessary.
- To select using the keyboard, use the **UP** and **DOWN ARROW** keys to move the cursor, and the space bar to toggle the selection of an item. (Not available on Macintosh systems.)
- To select students based on certain criteria, click **Filter**.

> **NOTE:** The task information displayed on the report depends on the auxiliary fields displayed on the main viewer window. For example, if you select **Due Date** in the main viewer, that information shows in the Spreadsheet and other reports that display task information. If you select **Skill Type** for that column, that information displays. See "Customizing Spreadsheet Columns" on page 73.

Using Filters Filters offer a powerful method of automatically selecting students or tasks based on criteria that you specify. Groups can also be used to filter students. These examples show how filters can help you:

- Many schools require teachers to send interim reports home for students "at risk of failing." The filters can help you precisely target such students. Conversely, the filters can help you identify those students who are doing well for additional praise.
- If you have made note of the teams and clubs in which your students participate, you can use the filters to locate the band members who were on tour for two weeks. You can also print a list of the tasks they missed.

You can manually exclude students or tasks in the list returned by the filters. However, if you reapply the filter, the manually excluded lines are included again.

There are two ways to manually exclude students in the list: using groups or using a filter query. Tasks can also be excluded using a filter query.

To manually exclude students using groups:

1. In the Students area, click **Filter**.
2. Select **Show Students in Group**.
3. Select the group you want to use.
4. Click **OK**.

To manually exclude students or tasks using a filter query:

1. In the Students or Tasks area, click **Filter**. You can create and use a filter for students or for tasks, or for both students and tasks.

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2. Select **Show Students Whose** or **Show Tasks Whose**.
3. Select the filter you want to use, and modify it using the drop-down lists.

   For example, if you want to see only the students who were away with the flu, and if you had put the word "flu" in their student score note, select **Student score note contains** and type the word flu.

   Or if you want to see the tasks that are due on a certain date, select **Due Date** and use the drop-down lists to complete the expression.
4. Click **OK**.

> **NOTE:** Filters are stored during a session. For example, if you use the Student Filter in the Class Roster report, the filtered students display in the other reports as well. To not use a filter that you have created in a session, click **Filter** and select **Show All Students**.

E-mail Progress Report

You can now e-mail a progress report to parents or guardians. Before you can e-mail the reports, be sure that your e-mail connection is set up, and that you have an e-mail address entered in the Student screen for each recipient of this report.

> **NOTE:** For Macintosh users, the e-mail Progress Report is only available on Macintosh Power PC models, running System 9.0 or later.

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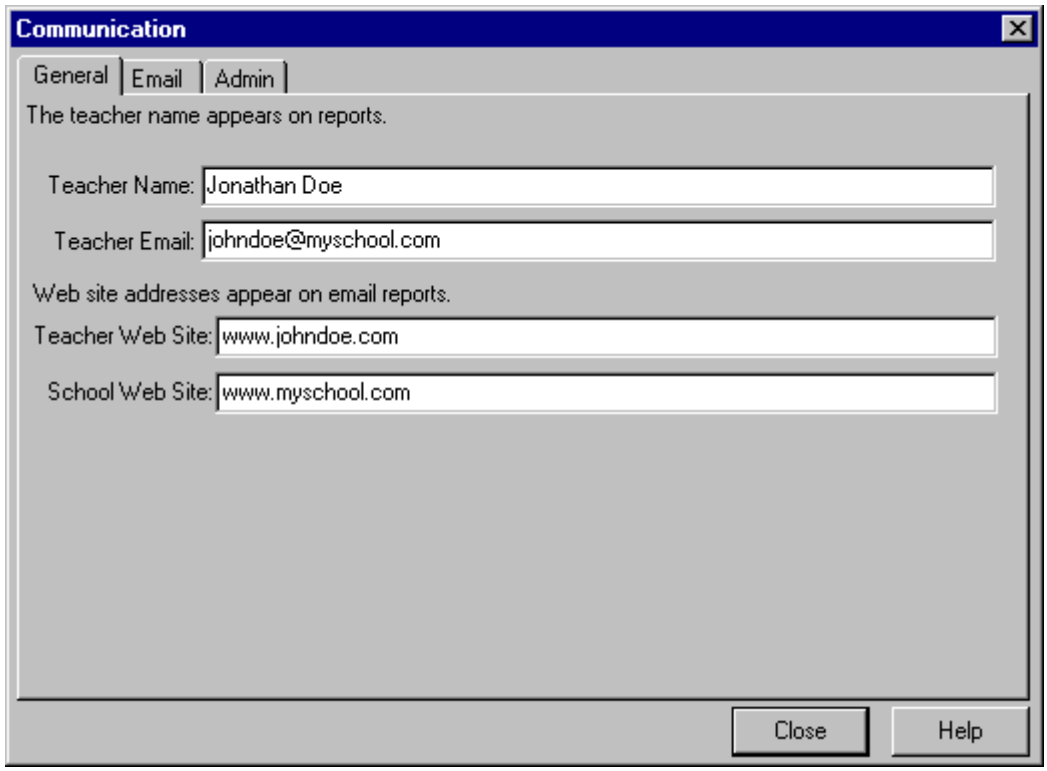
Setting Up E-mail Communications If you electronically imported your data, some of this data may already be entered.

To set up e-mail:

1. On the Setup menu, select **Communication**.

Figure 6-1. Communication dialog box



2. On the **General** tab, if you did not import your data, you may need to complete the **Teacher Name** and **Teacher e-mail** fields.
3. Enter the teacher and school Web sites where applicable.

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4. Click on the **e-mail** tab. There are two different screens that can be displayed depending on the current setting in the **Server Type** field. Samples of the two screens follow.

Figure 6-2. First example of Email tab

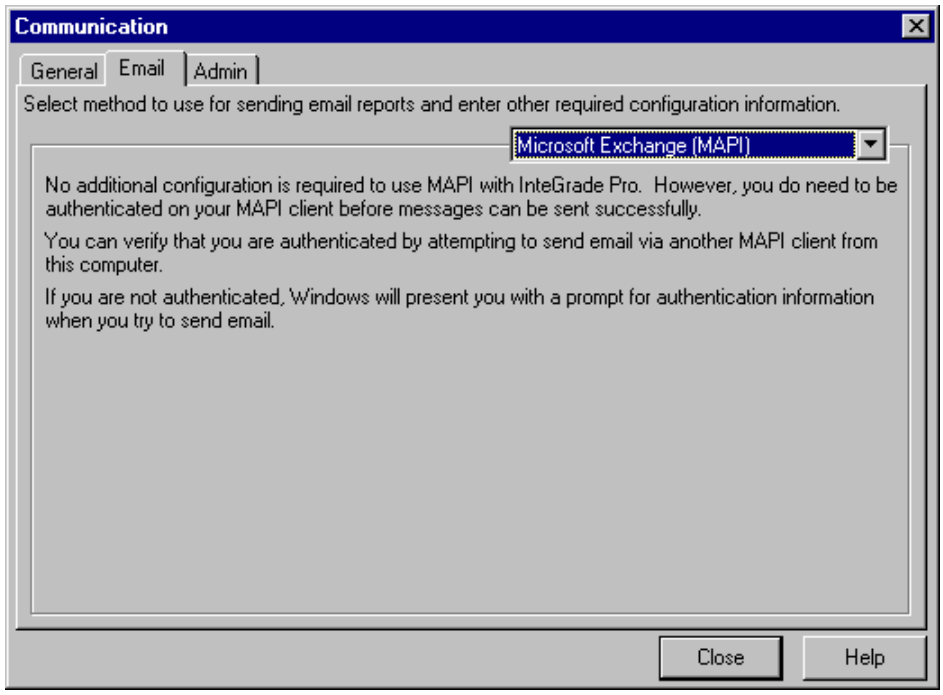
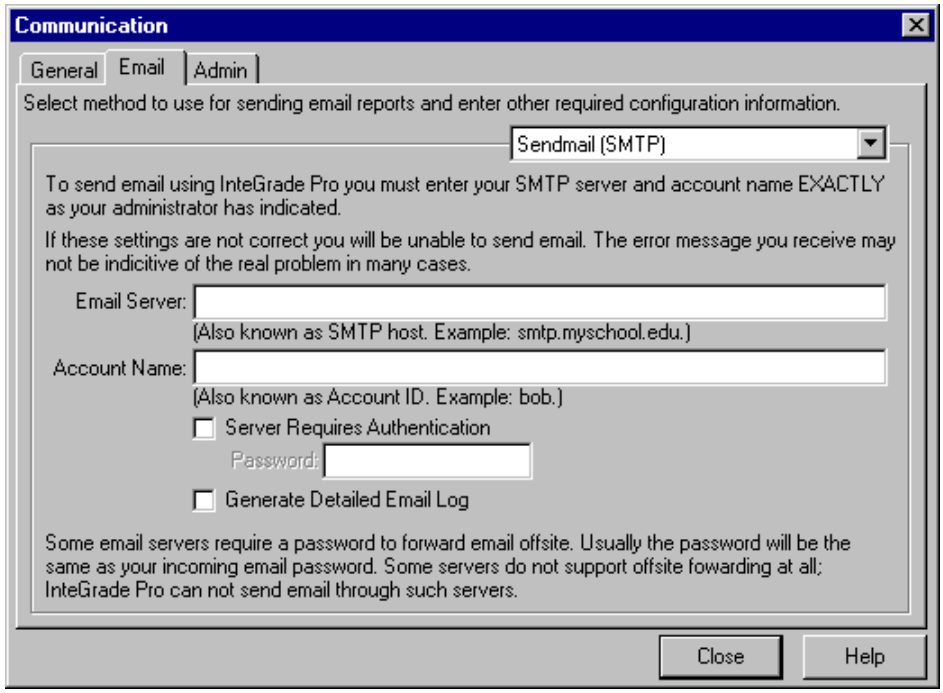

Communication
General
Email
Admin
Select method to use for sending email reports and enter other required configuration information.
Microsoft Exchange (MAPI)
No additional configuration is required to use MAPI with InteGrade Pro. However, you do need to be authenticated on your MAPI client before messages can be sent successfully.
You can verify that you are authenticated by attempting to send email via another MAPI client from this computer.
If you are not authenticated, Windows will present you with a prompt for authentication information when you try to send email.
Close
Help

Figure 6-3. Second example of **Email** tab


Communication
General
Email
Admin
Select method to use for sending email reports and enter other required configuration information.
Sendmail (SMTP)
To send email using InteGrade Pro you must enter your SMTP server and account name EXACTLY as your administrator has indicated.
If these settings are not correct you will be unable to send email. The error message you receive may not be indicitive of the real problem in many cases.
Email Server:
(Also known as SMTP host. Example: smtp.myschool.edu.)
Account Name:
(Also known as Account ID. Example: bob.)
Server Requires Authentication
Password:
Generate Detailed Email Log
Some email servers require a password to forward email offsite. Usually the password will be the same as your incoming email password. Some servers do not support offsite fowarding at all; InteGrade Pro can not send email through such servers.
Close
Help

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5. Speak to your school network administrator to find out if you should select **MAPI** or **SMTP** as the Server Type.

   If the Server Type is SMTP, you will need the school's E-mail Server and authentication information. This information is available from your system administrator.

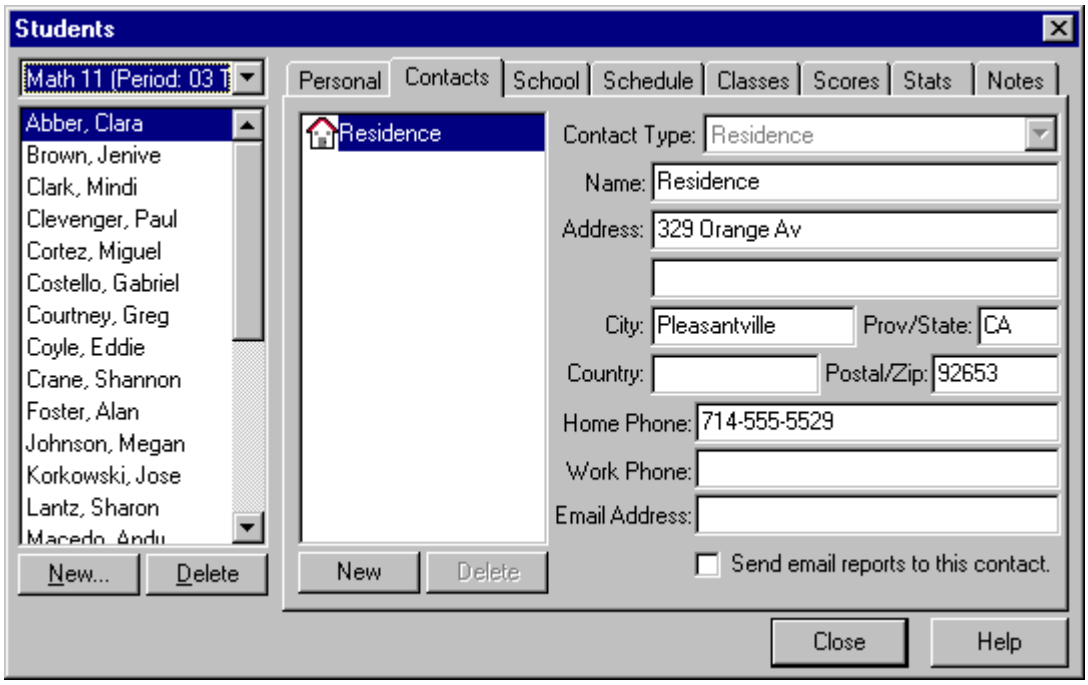
6. Enter your e-mail account name (such as, jdoe) in the **Account Name** field.

7. Click **Close**.

Entering Recipients' E-mail Addresses.

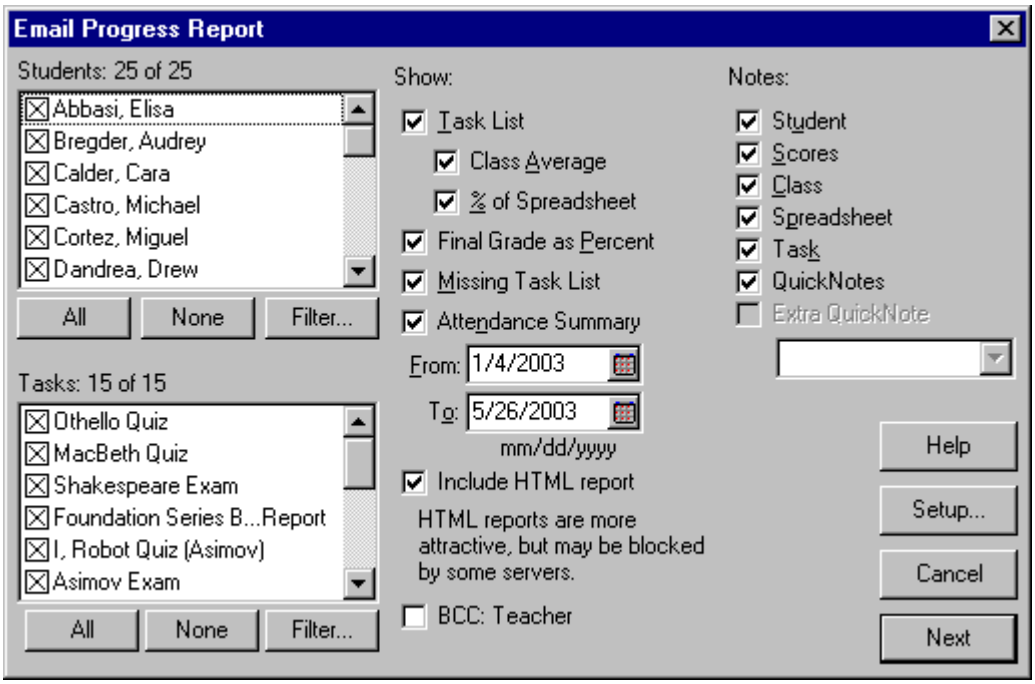
1. On the Setup menu, select **Students**.
2. Click the **Contacts** tab.
3. Select a student.
4. From the Contact Type drop-down list, select the contact for this student who will receive this report.
5. Enter their e-mail address.

Figure 6-4. Entering e-mail address



6. Select **Send e-mail reports to this contact**.

Creating the E-mail Progress Report For each student, you can prepare and e-mail a report detailing their tasks and scores received.



Reports are sent only to those contacts with e-mail addresses. Select the dates this report covers, as well as the tasks. You can choose to include an attendance summary, the class average, and any of your notes.

To display quicknotes assigned to cells in the spreadsheet, ensure that the **QuickNotes** checkbox is selected. To temporarily attach a quicknote to all students being reported on, ensure that the **Extra QuickNote** checkbox is selected and choose the quicknote you wish to see from the drop-down list.

You can also choose to blind carbon copy (BCC) all emailed reports to your email address with the **BCC: Teacher** option. This will generate a lot of email in your in box, but it will give you an *exact* record of what went out, when and to whom.

If **Include HTML Report** is on, an HTML version of the report will be attached to the email. Some email servers consider HTML emails as spam, so these emails are rejected or delivered without the HTML attachment. InteGrade Pro always includes the text version of the report.

After selecting report options, click **Next** to go to the Preview screen. On the Preview screen, use the scroll bar across the top to see each individual report. The student name is displayed in the header of the preview screen and also within the report itself. The possible contacts for each student are displayed at the left. If an e-mail address displays in angle brackets <like this> beside the contact, and the contact has been selected, the report is sent. If no e-mail address displays, or the recipient has not been selected, the report is not sent. You can resize the window at the left which lists the contacts.

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Figure 6-5. Sample E-mail Progress Report

Teacher: Sally Blackburn
Date: 3/15/2001
Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)

Student: Abbasi, Elisa
Student's Grade: 70% (C)
Class Average: 81% (B)

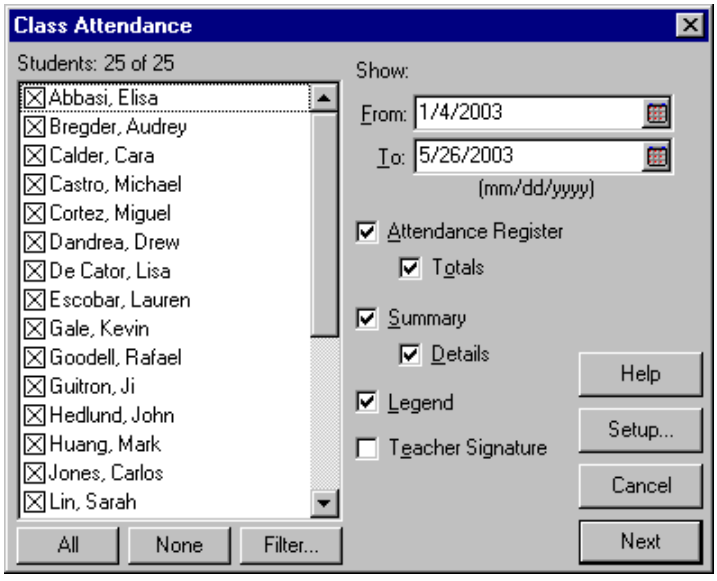
Spreadsheet: Weighted Type (Numeric Weighted Type)

#	Due Date	Task Name	Score	Out Of	Percent	Class Average	% of Spread
1	1/7/2000	Othello Quiz	7	10	70	77	4
2	1/13/2000	MacBeth Quiz	9.5	15	63	83	9
3	2/2/2000	Shakespeare Exam	26	40	65	80	6

Class Attendance

This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in "Setting Up Attendance Codes" on page 52.

Figure 6-6. Class Attendance dialog box



Enter the start and end dates that this report covers, and decide whether or not you want a summary and a legend. If you select **Attendance Register**, you get the detail of each day or a total of Late and Excused.

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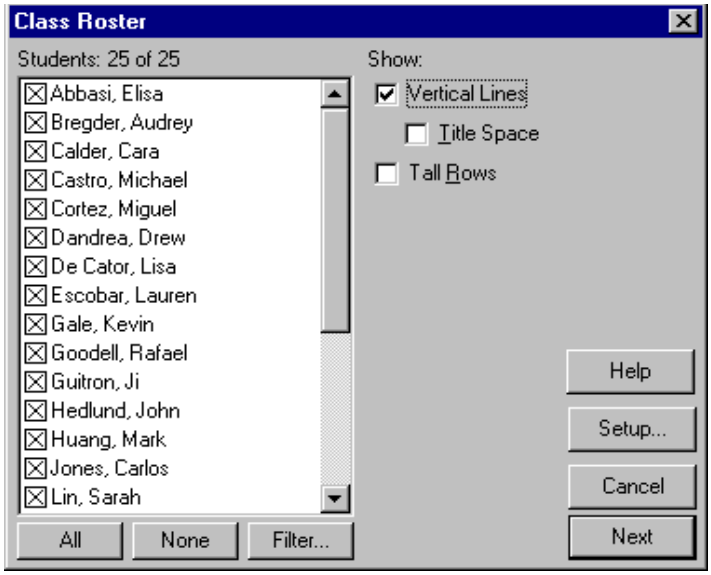
Class Roster

This report creates a class list with blanks beside each student name. You can use this form to record everything from attendance and task scores to locker assignments and lunch money.

Figure 6-7. Class Roster dialog box

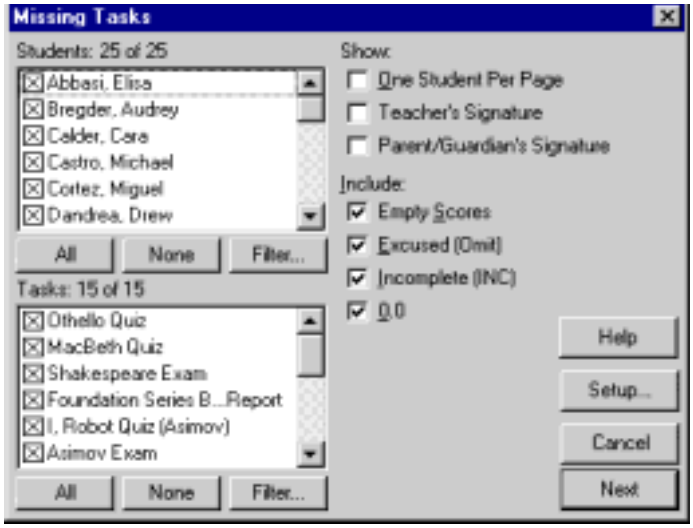


Select how you want your class roster to look. You can choose a large fill-in blank beside each student name, or select vertical lines with or without title spaces, depending on what you want to record. The Tall Rows option leaves you plenty of room to write on the roster.

Missing Tasks

This report identifies those tasks in which a student received a 0.0, Excused, or an Incomplete score.

Figure 6-8. Missing Tasks dialog box



Decide whether you want this report printed with one student per page, possibly with a line for a parent's signature, or if you want a report listing all the students on one page. You can also select what kind of scores to include in the report.

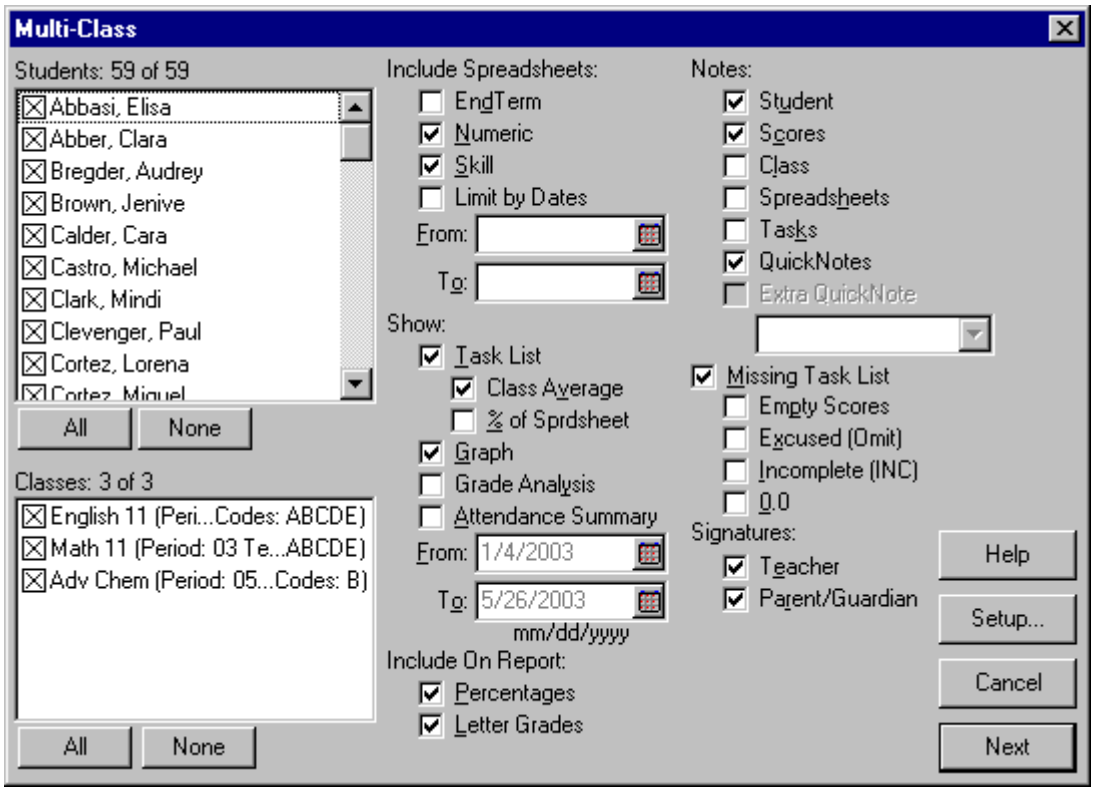
Empty scores on bonus tasks are not considered "missing" for this report, even if **Empty Scores** is on. The reasoning behind this is that for most tasks, empty scores are considered to be not entered yet. For bonus tasks, they are instead considered no bonus. The other options behave identically for bonus tasks as with other tasks.

NOTE: The options for this report are different if you are using a skill spreadsheet.

Multi-Class

This report creates a list of all scores by spreadsheet (numeric and skill) for each student for all classes. This report shows how well each student is doing in each class.

Figure 6-9. Multi-Class dialog box



To run the report:

1. Select the students and classes you want included in the report, as well as the date range and notes.

   To display quicknotes assigned to cells in the spreadsheet, ensure that the **QuickNotes** checkbox is selected. To temporarily attach a quicknote to all students being reported on, ensure that the **Extra QuickNote** checkbox is selected and choose the quicknote you wish to see from the drop-down list.

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2. If you want to limit which spreadsheets this report prints, turn on **Limit By Dates** and enter a date range. This date range is used in conjunction with spreadsheet date ranges to determine which spreadsheets should be included. You can assign spreadsheet date ranges using Spreadsheets in the Setup menu.
3. Click **Next** to run the report.

The report displays detailed information for all selected classes and students. It also includes any additional information you selected on the report selection criteria screen (above).

Seating Chart

To use the seating chart:

1. Select a class.
2. On the Reports menu, select **Seating Chart**. The seating chart for that class displays.

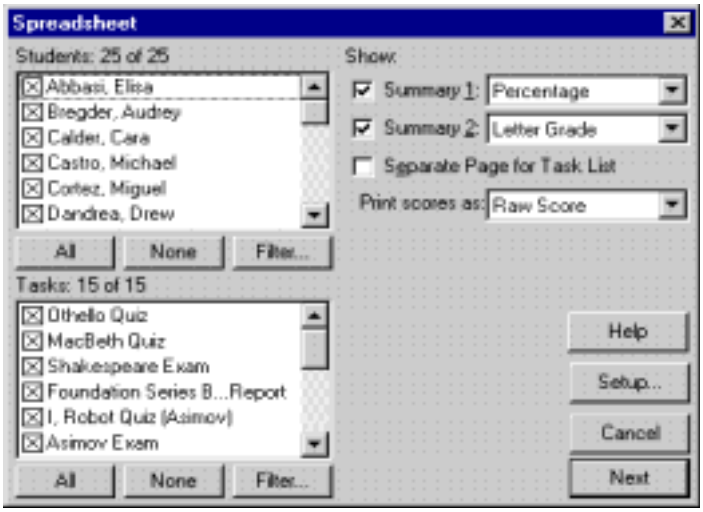
> **NOTE:** If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

Spreadsheet

This report displays the contents of the active spreadsheet. It serves multiple purposes depending on which spreadsheet is active.

- If a numeric or skill spreadsheet is active, the Spreadsheet report shows how the students are doing on the tasks.
- If an attendance spreadsheet is active, the Spreadsheet report shows the attendance activity over a specific date range.
- If the End Term spreadsheet is active, the Spreadsheet report prints the contents of the End Term spreadsheet

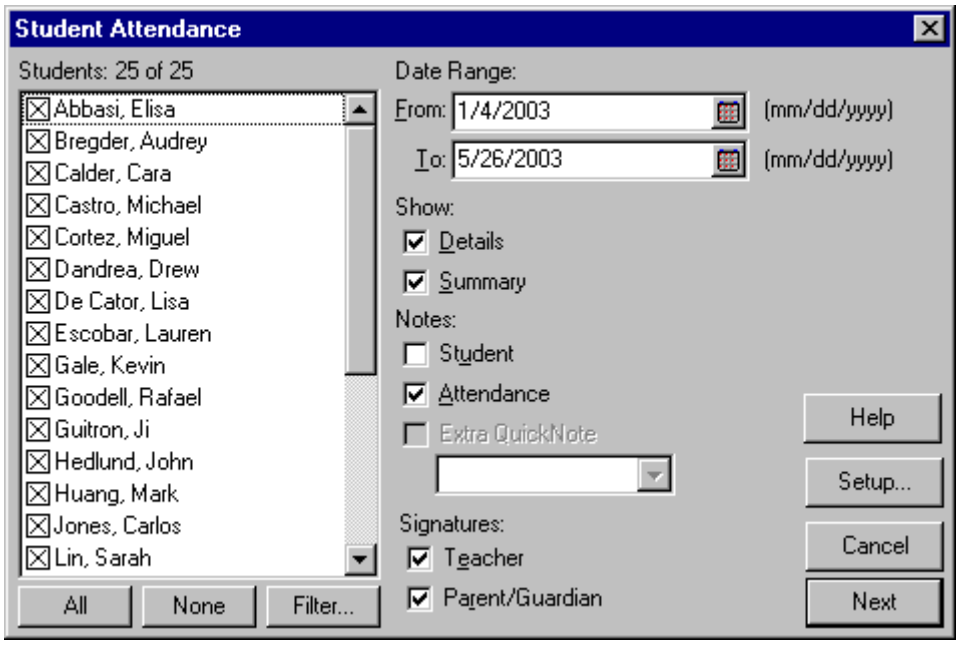
Figure 6-10. Spreadsheet dialog box



Student Attendance

This report displays a class list with the totals of various absences and late activity for the specified dates. This summary uses the system codes as defined in the section "Setting Up Attendance Codes" on page 52.

Figure 6-11. Student Attendance dialog box



Enter the start and end dates that this report covers, and decide whether you want a summary and places for signatures.

Student Demographics

This report displays demographic information for students. Use it to verify the accuracy of the information entered and to print a permanent record of student information.

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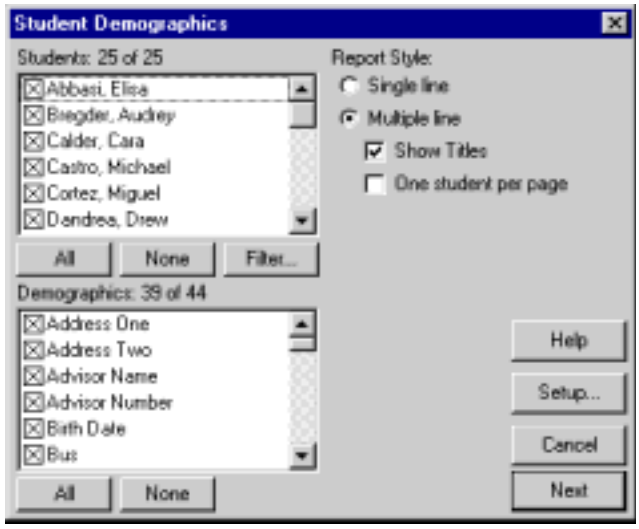
Figure 6-12. Student Demographics dialog box



You can choose between two layouts: single line or multiple lines. Use single line if you are printing only a few demographic fields. Use multiple lines if you are printing many fields.

NOTE: If you are using the Windows version of the InteGrade Pro software, you must preview the student demographics report at a magnification of 100% (full size). If you view the report at any other size, the student pictures are displayed as black boxes.

Student Progress

This report shows the student's score and class average for each task. It also shows missing tasks and a grades analysis graph. You can use it as an interim or informal report card.

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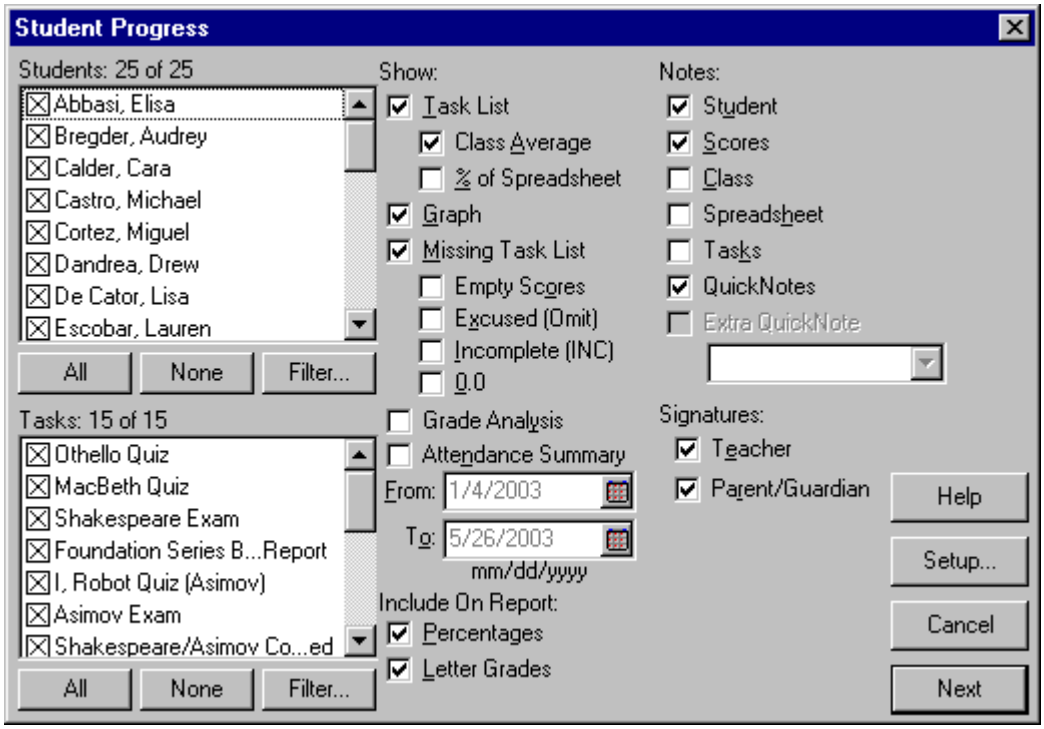
Figure 6-13. Student Progress dialog box



Select the students and the tasks that you want included, along with the date range and other details.

To display quicknotes assigned to cells in the spreadsheet, ensure that the **QuickNotes** checkbox is selected. To temporarily attach a quicknote to all students being reported on, ensure that the **Extra QuickNote** checkbox is selected and choose the quicknote you wish to see from the drop-down list.

Empty scores on bonus tasks are not considered "missing" for this report, even if **Empty Scores** is on. The reasoning behind this is that for most tasks, empty scores are considered to be not entered yet. For bonus tasks, they are instead considered no bonus. The other options behave identically for bonus tasks as with other tasks.

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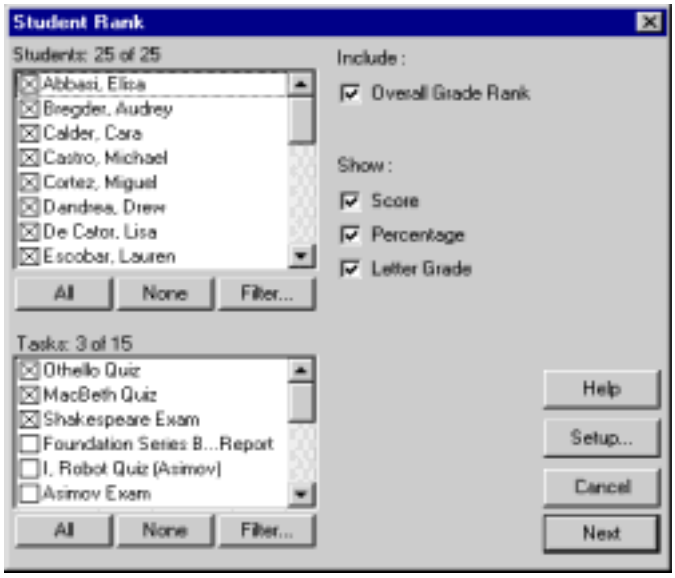
Student Rank

This report ranks each student by how well they did on a particular task.

Figure 6-14. Student Rank dialog box

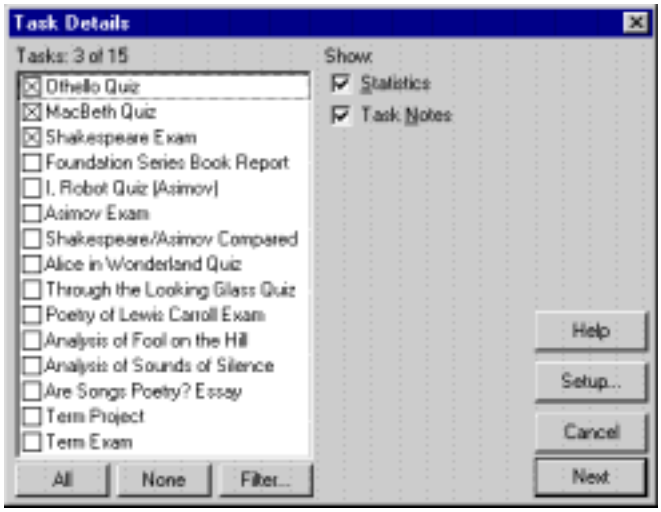


Select which students and which tasks you want included, and what kind of marks to include.

Task Details

This report prints the information recorded in the Edit Tasks screen. Use it to verify that the tasks you entered are correct.

Figure 6-15. Task Details dialog box



Select the tasks to include and choose how much detail to show.

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Working With Graphs

This is an overview of creating graphs. Details of each graph display on the following pages.

To create graphs:

1. Select one of the following graphs from the Graphs menu. You can also use the shortcuts on the toolbar.
   - Student Performance
   - Task Comparison
   - Task Correlation
2. Select the specific content and style you want to see.

> **NOTE:** The graph will print with the orientation as on the screen. However, you may prefer to change your printer's page orientation as this will also rotate text on the graph. You can change your printer's page orientation in **Print Setup** on Windows, or **Page Setup** on the Macintosh.

3. Click **Print**.

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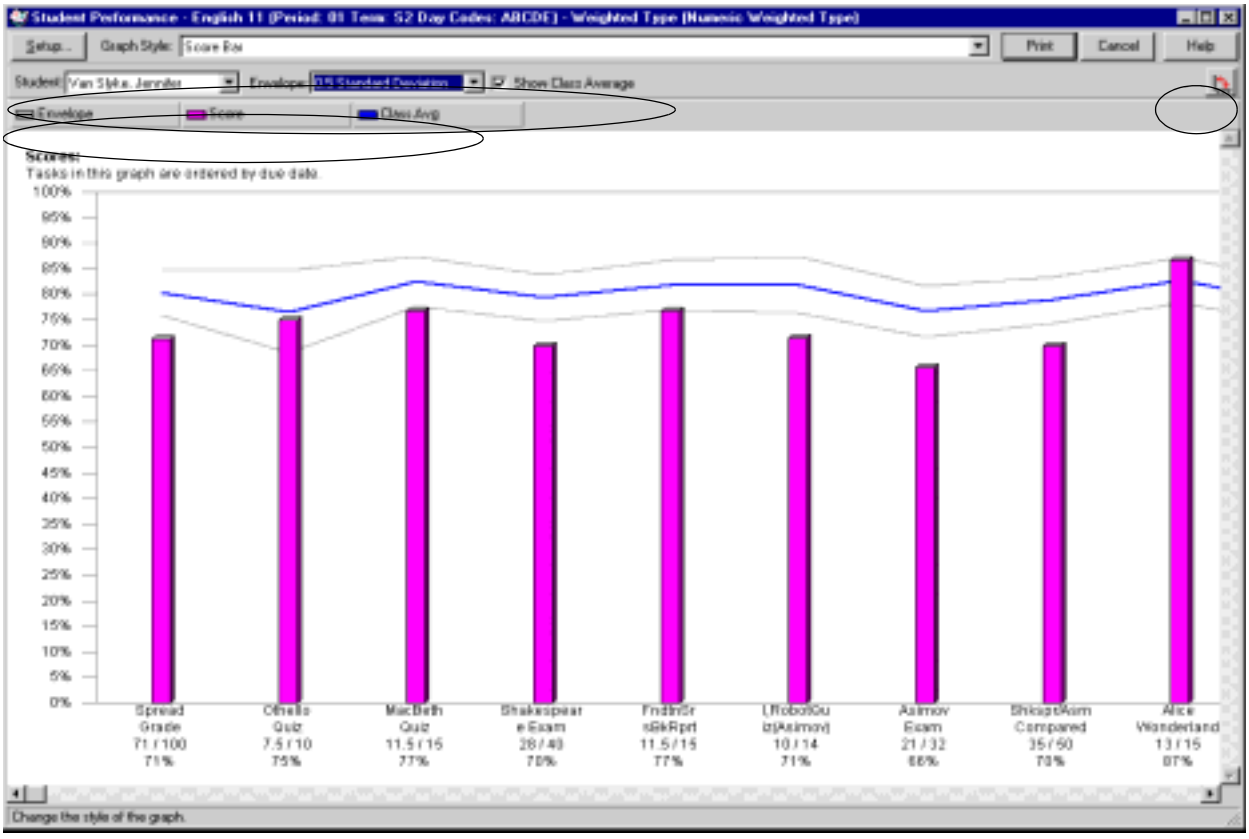
Student Performance

This graph analyzes a student's performance on each task, using one of six different Graph Styles:

- Earned Percent
- Ink Blot
- Score Bar
- Whisker
- Line
- Whisker & Blot

Click the button at the far right, under the **Help** button, to change the orientation of this report.

Figure 6-16. Student performance graph



Select a Student. Optionally, select an Envelope of standard deviation, and the class average.

Click the colored blocks next to **Score** and **Average** to change the display color.

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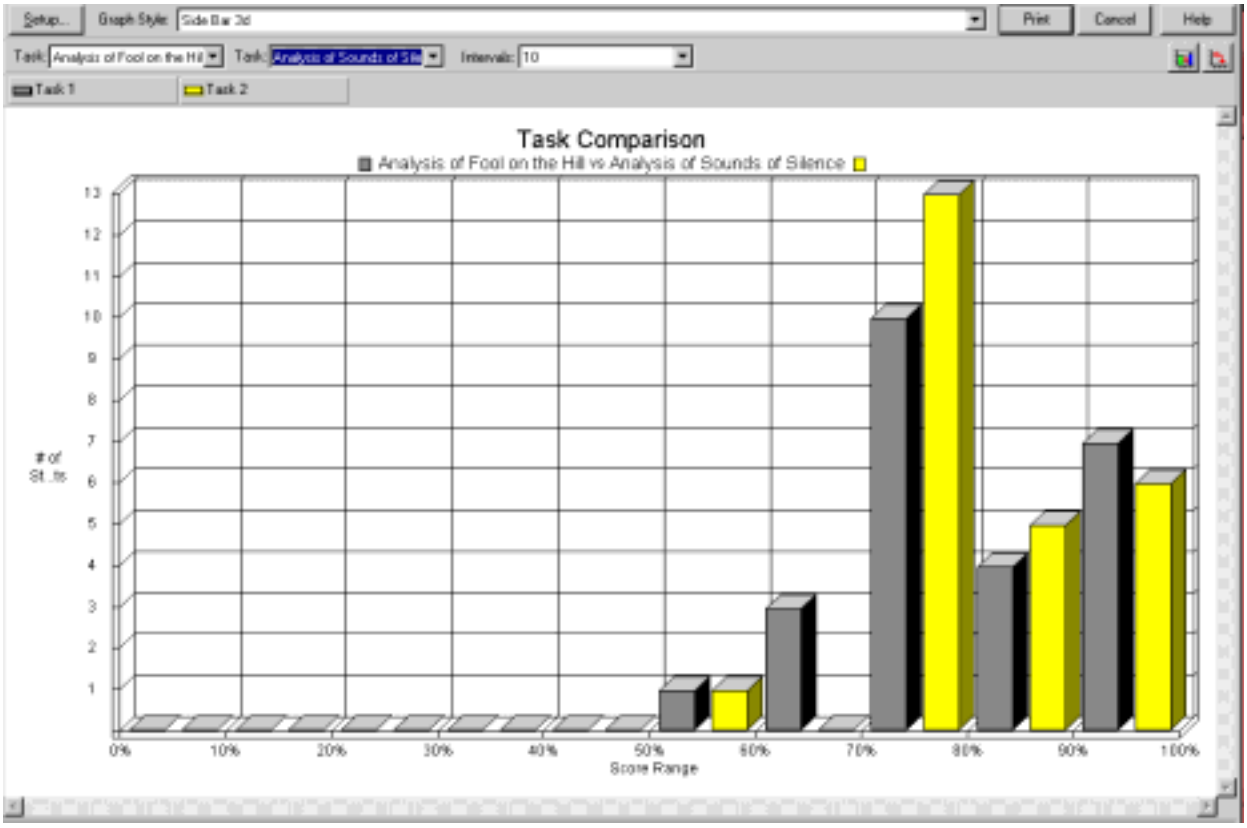
Task Comparison

This graph compares two tasks and displays the number of students with letter grades and percentage intervals for each task. It lets you view the relative difficulty of one task as compared to another and the approximate score distribution.

Select a graph styles from:

- Area
- Area 3D
- Covered bar
- Covered bar 3D
- Line, Line 3D
- Side Bar
- Side Bar 3D

Figure 6-17. Task Comparison graph



Choose two tasks and the interval. Interval refers to the number of intervals on the X-axis. For example, an interval of 10 means the score ranges will be 0%, 10%, 20%, continuing up to 100%.

Click the colored blocks next to **Task 1** and **Task 2** to change the display color.

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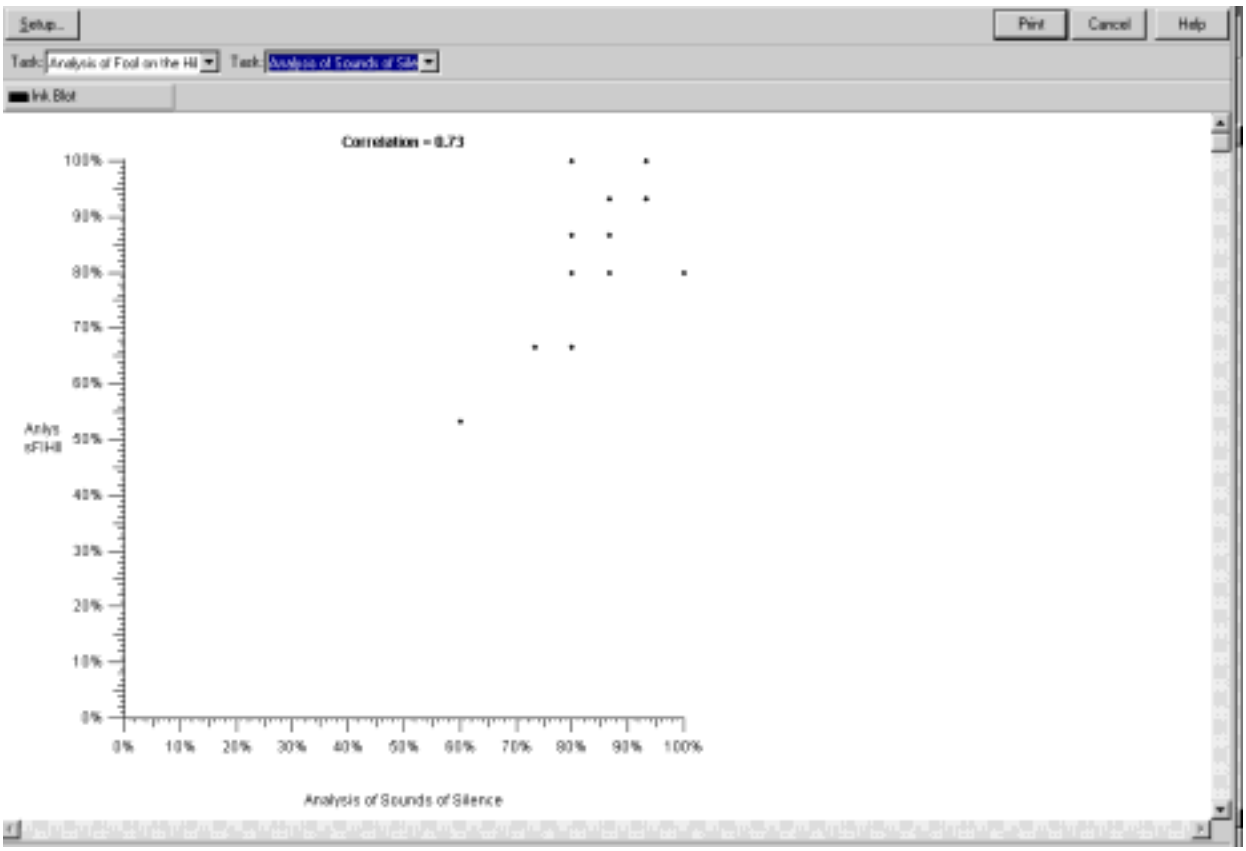
Click the first button at the far right, below the **Help** button, to change the ordering of the report (Task 1 followed by Task 2 instead of Task 2 followed by Task 1).

Check the second button at the far right to change the report orientation.

Task Correlation

This graph compares any two tasks and shows the correlation of scores between the two. A high correlation means the class as a whole fared similarly on the two tasks.

Figure 6-18. Task Correlation graph



Select the two tasks from the drop-down lists.

Click the colored block next to **Ink Blot** to change the color of the graph

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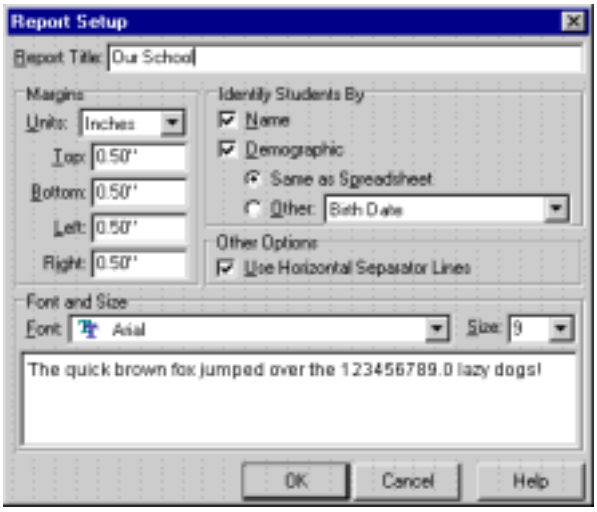
Setting Up Reports and Graphs

Any change you make to one report applies to all reports printed after that, until you change these settings again.

To change a report:

1. On the Reports menu, select **Report Setup**. You can also click **Setup** on any report or graph screen.

Figure 6-19. Report Setup dialog box



2. In the **Report Title** field, type a report title. This title prints on all reports, so be sure the title is appropriate for any report and all classes.
3. In the **Margins** fields, the default report margin is 0.5 inches, but you can change it. For example, if you need to three-hole punch the reports, set the left margin to 1 inch.
4. In the **Identify Students By** field, the default is to identify by student name and the demographic field currently showing in the spreadsheet.

   If you want to publicly post a report, you can suppress the student name and use a "scramble" sort on the spreadsheet to ensure greater confidentiality. You can also choose to print a demographic field that is not currently showing, or completely suppress the printing of additional demographics.

   In the **Font and Size** field, you can change the way the report prints. The Windows version defaults to Arial 9 point; the Macintosh defaults to Geneva 9 point. If you change the font or size, it becomes the new default and applies to all reports.

   Caution—Be careful when choosing a larger font size. You could be changing the layout of the report if text that is made larger spills over into a second line. Check the report preview carefully.

If you move a gradebook to or from a Windows or Macintosh system, check the Font and Size settings before printing because the default font and size may not be what you expect.

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Previewing Reports

All the reports automatically preview on-screen before they print. This enables you to check the effects of the parameters or the setup before printing.

To preview a report:

1. Click **Next** on a report request screen to display the preview.
2. Click **Print** to continue with printing or click **Cancel** to close the window.
3. To adjust the parameters, click **Setup**. This returns you to the report request screen, without closing the preview.
4. After changing some settings, click **Next** to see how the new parameters affect the preview.

Using the preview is slightly different, depending on the platform.

Windows Version

In Windows, the preview initially shows the entire page.

To work with the preview in Windows:

1. Click anywhere within the page to magnify the preview.
2. Click again to return to the full page view. You can also click the right mouse button and select either **Zoom In** or **Zoom Out**.
3. To print a single page of the report, click the right mouse button and select **Print this Page**.

   A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report. You can also click the right mouse button and select **Next Page** or **Previous Page**.
4. To see the portions of the report that are out of view, use the scroll bars, or hold down the <**Ctrl**> key and drag the mouse.

NOTE: If you are using the Windows version of the InteGrade Pro software, you must preview the student demographics report and the seating chart at a magnification of 100% (full size). If you view these reports at any other size, the student pictures are displayed as black boxes.

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Macintosh Version

In the Macintosh version, the preview shows the entire page. Click anywhere within the page to magnify the preview. Use the horizontal and vertical scroll bars to move the view.

A horizontal scroll bar displays above the preview area if there are multiple pages in the report. Use this bar to page through the report, or use **Command-N** to page forward or **Command-B** to page backwards. You can also use the following mouse shortcuts:

- Click and hold the mouse button to display a pop-up menu.
- To move through multiple pages, click and hold the mouse button and select **Next Page** or **Previous Page**.
- To print a single page of the report, click and hold the mouse button and select **Print This Page**.

Previewing Graphs

All the graphs automatically preview on-screen before they print. This enables you to check the effects of the setup before printing.

After you have made any changes, click **Print** to continue with printing or click **Cancel** to close the window.

Using the preview is slightly different, depending on the platform.

Windows Version

In the Windows version, the preview shows the page in a reduced size.

- To enlarge the size of the viewing area, click the right mouse button to display a pop-up menu and select **Zoom In**. To return to the original size, click the right mouse button and select **Zoom Out**.
- To move through multiple pages, click the right mouse button and select **Next Page** or **Previous Page**.
- To print a single page of the graph, click the right mouse button and select **Print This Page**.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the left mouse button and drag the mouse.

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Macintosh Version

In the Macintosh version, the preview shows the page in a reduced size. Click the mouse button to magnify the preview. You can also click **Preview** to zoom in or out. To return to the original size, click the mouse button and select **Zoom Out**.

If an item on the pop-up menu appears dimmed, it is not available in this preview. To see the portions of the graph that are out of view, use the scroll bars, or hold down the mouse button and drag the mouse.

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7 Working With Attendance and Seating Charts

The InteGrade Pro software can help you track attendance in two ways—with the Attendance spreadsheet and with the feature on the seating chart that lets you take attendance.

About the Attendance Spreadsheet

In an attendance spreadsheet, calendar days replace the task columns. Attendance spreadsheets can be automatically created by import from your office administration system. They may also be created manually.

If you manually created the attendance spreadsheet, you can switch the calendar days on or off. For example, you can turn on attendance days and turn off weekends and holidays. The columns for inactive days are gray. Calendar days on attendance spreadsheets created by import from your office administration system cannot be turned on or off.

Figure 7-1. Calendar days

	Student Name	Tue Feb 01 ☒	Wed Feb 02 ☒	Thu Feb 03 ☒	Fri Feb 04 ☒
1	Abbasi, Elisa				L
2	Bregder, Audrey				
3	Calder, Cara				
4	Castro, Michael				E
5	Cortez, Miguel				
6	Dandrea, Drew				
7	De Cator, Lisa	L			
8	Escobar, Lauren		L		
9	Gale, Kevin				
10	Goodell, Rafael				

Determining Your Attendance Spreadsheets Needs

Consider the following when creating an attendance spreadsheet:

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- Do you frequently refer to attendance records? If you use a single spreadsheet, it can require extensive scrolling.
- How do you organize your other spreadsheets—by semester or reporting period? You can organize your attendance the same way.
- When do you take attendance? If it is twice a day, you should create at least two spreadsheets, because each spreadsheet records one attendance activity per student, per day.

To create attendance spreadsheets:

1. On the Setup menu, select **Spreadsheet**.
2. Click **New**.
3. Select **Create an Attendance Spreadsheet** and click **Next**.
4. Enter a name for your spreadsheet and enter a start and end date.
5. Click **Create**.
6. Click **Close**. Your new spreadsheet is available from the Spreadsheet drop-down list on the class viewer.

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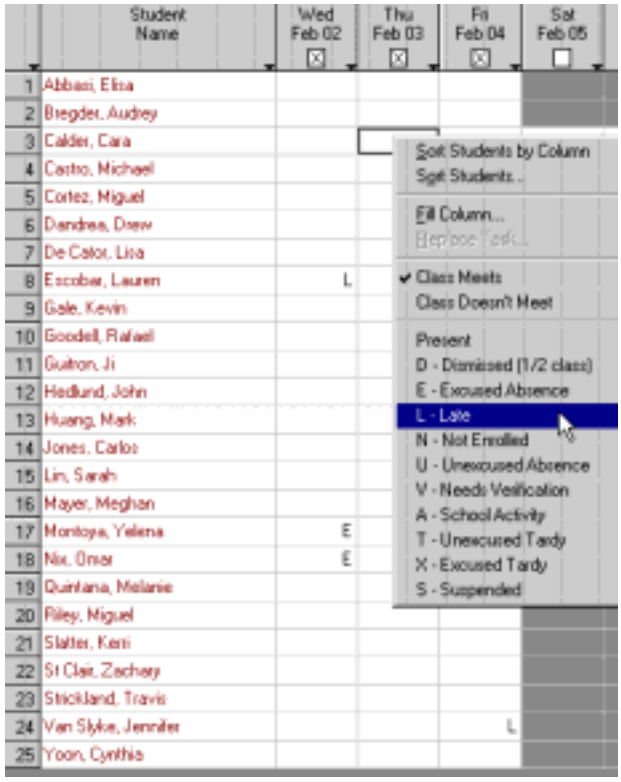
To enter attendance:

1. Select the appropriate attendance spreadsheet from the class drop-down list.
2. Ensure that the current school day is active. If you have a manually created spreadsheet, look for the check box in the column heading.
3. If a student is present, no action is necessary.

Figure 7-2. Entering attendance:



4. If a student is late or absent, enter the appropriate attendance code for students, either by typing the code or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.
5. Optionally, open the **Notes** area and enter comments about the attendance activity.

To print attendance spreadsheets:

1. Select the appropriate attendance spreadsheet from the drop-down list.
2. On the File menu, select **Print**.
3. On the Print screen, select **Spreadsheet Report**.
4. Click **OK**.
5. On the Spreadsheet Report screen, make any necessary changes then click **Next**.
6. Click **Print**.

You can also access the Spreadsheet Report on the Reports menu.

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About Seating Charts

The seating chart shows you where each student should be sitting. You can also choose to display student pictures, zoom in and out, display names and other information about your students, and move students between desks using a drag-and-drop operation.

You can use the seating chart with any class in the gradebook, and you can select any spreadsheet in a selected class. If you display a numeric, skill, or End Term spreadsheet, the desk icons display task scores. If you display an attendance spreadsheet, the desk icons display attendance codes for the selected date and student.

NOTE: Removing a student from the seating chart does not affect the student's enrollment in the class.

Creating a Seating Chart

There are two ways to create a seating chart. You can use the seating chart wizard that displays the first time you select **Seating Chart** from the Show drop-down list. You can also select the **New Seating Chart** option on the View menu.

To create a seating chart for the first time

1. From the Show drop-down list, select **Seating Chart**.
2. Enter the necessary information in each of the screens.
3. Click **Create** in the last screen to create your seating chart. The seating chart is in Layout Mode at the end of this process.

To create a seating chart as a replacement:

1. From the Show drop-down list in the viewer, select **Seating Chart**.
2. On the View menu, select **New Seating Chart**.
3. Because only one seating chart can be created per class, a warning message displays asking if you want to delete the current seating chart.
4. Click **Yes** to continue with the process and replace the current seating chart.

Figure 7-3. New Seating Chart dialog box

New Seating Chart
Integrade Pro can automatically create a seating chart with the right number of desks for your class. The desks will be placed in a grid with the number of rows and desks per row you specify.
You can rearrange the desks after you create the seating chart.
There are 25 students in this class.
Place 5 rows of 5 desks each.
Cancel
<<Back
Next>>
Help

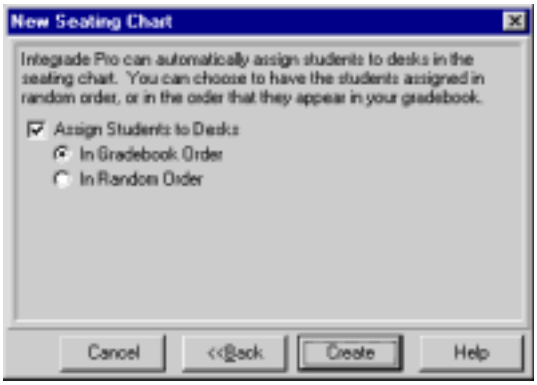
5. Enter the number of rows, and the number of desks in each row, then click **Next**.

Figure 7-4. Grid spacing

New Seating Chart
When modifying a seating chart layout, Integrade Pro displays grid lines to help you position desks easily. You can modify the settings for the layout grid later, using Grid Options.
Grid Spacing: 8 by 8 pixels.
Snap To Grid
Snap to grid helps you to align the desks.
Cancel
<<Back
Next>>
Help

6. To align the desks neatly on screen, select **Snap to Grid**. If you must change the default settings, do so, then click **Next**.

Figure 7-5. Assign Students to Desks


New Seating Chart
Integrade Pro can automatically assign students to desks in the seating chart. You can choose to have the students assigned in random order, or in the order that they appear in your gradebook.
Assign Students to Desks
In Gradebook Order
In Random Order
Cancel
<<Back
Create
Help

7. If you want the system to assign your students a spot in the seating chart, select **Assign Students to Desks**, then choose a method, either the order they appear in the gradebook, or random order. To assign students to desks yourself, deselect **Assign Students to Desks**.
8. Click **Create**. The seating chart is in Layout Mode at the end of this process.

The Two Modes of Working With a Seating Chart There are two modes for seating charts: Layout and Update. Layout mode is used to define the physical layout of the seating chart or assign students to desks.

You are in Layout mode when the Layout Tool floating window is available and grid lines display on the seating chart. Update Mode is used to edit student scores and attendance in the seating chart.

You can switch between the modes by choosing **Show/Hide Layout Tools** on the View menu.

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Using the Layout Tool Use the Layout Tool to edit the layout and desk assignments in the seating chart.

To use the layout tool:

1. On the View menu, select **Show Layout Tools**.

Figure 7-6. Layout Tools

The Layout Tool screen displays a list of students in the selected class. The names of students with assigned desks display beside a desk icon. Students who are displayed as standing do not have an assigned desk.

2. To place an unassigned student into a desk, drag the standing student icon and drop it onto the grid. The student's name and picture—if used—display on a new desk icon.
3. To add empty desks or a teacher desk to your seating chart, drag the empty desk or teacher desk icon onto the grid. The teacher desk includes a field for the teacher name. Editing this field does not change the teacher name stored in the gradebook.
4. To switch two students, drag one picture or desk over another.
5. To remove a student from the seating chart, highlight the desk and click **Delete**, or right-click the desk and select **Remove Student From Desk** or **Remove Desk**.
6. To hide the layout tools, on the View menu, select **Hide Layout Tools**.

Show/Hide Student Pictures You can choose to show student pictures in the seating chart. These pictures are imported from CD-ROMs prepared for the school by a photography studio. (Macintosh computers require Apple QuickTime™ version 3.0 or later.)

To work with student pictures:

1. On the View menu, select **Show Student Pictures**.
2. To hide pictures, on the View menu, select **Hide Student Pictures**.

NOTE: If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

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To zoom in an out:

1. On the View menu select **Zoom to 150**% or **Zoom to 200%**.
2. Select **Zoom to 100%** to return to the default setting.

   You can also use the magnifying glass icons on the horizontal scroll bar beneath the Seating Chart.

NOTE: This only works when in Update Mode (Layout tools are off).

Resetting Grid Options You can change the spacing between pictures.

To reset grid options:

1. On the View menu, select **Grid Options**.
2. Select the spacing you want between pictures.
3. Optionally, choose to snap to the underlying grid.
4. Click **OK**.

NOTE: This only works when in Layout Tool Mode (Layout tools are on).

To take attendance from a seating chart:

1. You must be in Update mode to take attendance from a seating chart. Check the **View** menu, and if necessary, select **Hide Layout Tools**.
2. Select an attendance spreadsheet.
3. If a student is present, no action is necessary. If a student is late or absent, enter the appropriate attendance code for students, either by typing in the code, or by using the drop-down list. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select the code from the context menu.

Recording in Many Cells at Once You can quickly fill the cells with an attendance code.

To record in many cells at once:

1. Right-click the cell (Windows) or Ctrl-Click (Macintosh) and select **Fill Chart**.
2. Enter the absence code you want to replace all cells with.
3. If you prefer, select **Replace only Empty scores** to leave existing codes untouched.
4. Click **OK**.

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Managing Student Pictures

If you have student pictures in digital format, you can see them in the seating chart view and in the Students screen available on the Setup menu. Pictures are especially useful for substitute teachers taking class attendance.

For Windows, the pictures must be in .jpg or .bmp format. The Macintosh platform supports those two formats, as well as many other formats including .pict, .gif, and any other file that can be read by Quicktime™ 3.0.

To manage student pictures:

1. From whatever source you have obtained them, move the picture files to the Pictures folder in the InteGrade Pro folder on your hard drive.
2. Use a text editor (Notepad in Windows or SimpleText in Macintosh) to create a text file named **xrefpict.txt** and save it in the Pictures folder where the pictures are stored. The system uses this file to link each student to their picture.

   Each line of the file contains a student number in quote marks, and the filename of their picture in quote marks. The information is separated by a comma.

   For example, the contents of the xrefpict.txt file might look like this for students 3401, 3402, and 3403:

   "3401","517.BMP"
   "3402","667.BMP"
   “3403”,”534.BMP”

   If every student does not have a picture, no error messages are created. You will not see a picture of that student.

NOTE: If you are using the Windows version of the InteGrade Pro software, you must preview the seating chart at a magnification of 100% (full size). If you view the chart at any other size, the student pictures are displayed as black boxes.

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Exporting Daily Attendance

If you set up your gradebook by importing data from your administration system, you can export daily attendance results. You can do this while in an attendance spreadsheet or while using the seating chart. If you did not import data from your administration system, you cannot export data back, and this procedure will not work.

Attendance data is exported as an AXxxxxxx.GRD file and is exported to your teacher folder or wherever your CL (class roster) files are located. Your administration system can then import this file to record daily attendance. This feature is implemented for the CIMS, software products. The SASI software uses the Classroom module to report attendance.

To export from an attendance spreadsheet:

1. Click the column containing the data you want to export. You can also right-click any cell in the column.
2. From the drop-down list, select **Export This Day's Attendance**. A message displays asking if you want to proceed with the export.
3. Click **Yes**. A progress bar displays indicating that the attendance data has been exported.

To export from a seating chart:

1. Either right-click a student's desk and select **Export This Day's Attendance** from the drop-down list, or select the **Export Attendance** button. A message displays asking if you want to proceed with the export.
2. Click **Yes**. A progress bar displays indicating that the attendance data has been exported.

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8 Finishing Up the Reporting Period

Depending on how your school and district are set up, at the end of each reporting period, you may need to export or *send* data to the school administration computer to collate grades and print report cards. This chapter shows you how to export data using the End Term spreadsheet.

If your school does not use an administration system or if you did not import your data at the start of the reporting period, you cannot export your data from InteGrade Pro gradebook software. In that case, you may want to print a Spreadsheet Report as a record.

Preparing the End Term Spreadsheet

The End Term spreadsheet holds the marks and comments exported to the administration system. The system automatically creates the End Term spreadsheet when you import data from the administration system at the beginning of the reporting period.

Check with your system administrator to find out what specific format your school uses for this spreadsheet.

During the export process to the SASI and CIMS Student software products, the term indicated by the name of the End Term spreadsheet, displays with the collection date. For example, 9/4/1999:1st Progress Report.

Excluding Unnecessary Tasks

Toward the end of a reporting period, your class file could contain tasks you do not want included in the calculations until the next term. Do not delete these tasks. Instead, use one of two methods.

To exclude unnecessary tasks, do one of the following:

- On the Setup menu, select **Grading Rules** screen. On the Grading Rules screen, define a task type called *Not Used* and set it to contribute 0% towards the final grade.
- Change all tasks that you want to exclude from the calculations to this type before using the End Term spreadsheet.

OR

- Create a new spreadsheet called *Unused* or *Next Term*.
- Copy all the relevant tasks to this spreadsheet and delete them from the current spreadsheet.

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Hot Linking Numeric and Skill Spreadsheet Grades to End Term Spreadsheets

The InteGrade Pro software allows you to link a task, type subtotal, or spreadsheet grade from a numeric or skill spreadsheet to a column on an End Term spreadsheet. When you use the copy task wizard you have the option to automatically link (hot link) the spreadsheet grade to the End Term spreadsheet (provided you are copying from a numeric or skill spreadsheet to an End Term spreadsheet). Once you establish a hot link, each time the source task, type or spreadsheet grade is updated, the link on the End Term spreadsheet is automatically updated. You can remove a hot link at any time or recreate one if it is broken inadvertently.

For more information about hotlinks see "Working with Hot Links" on page 76.

Entering Comments

Comments are the short phrases used on report cards to describe the progress of a student.

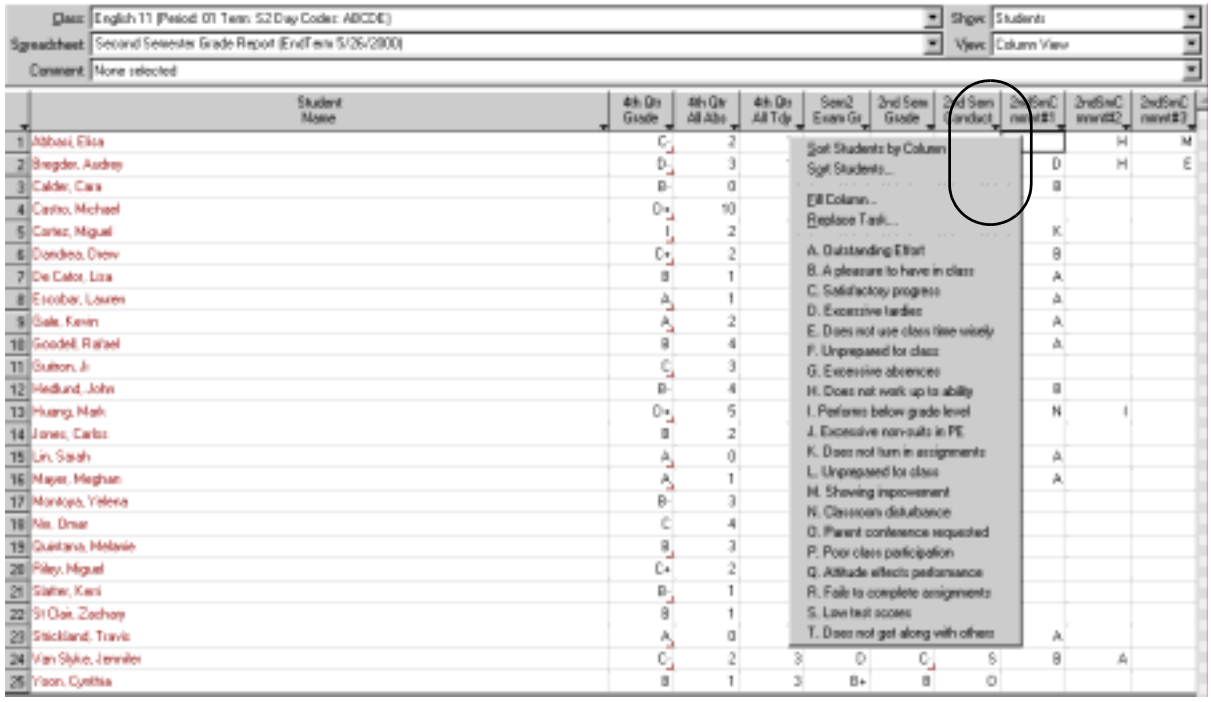
To enter comments:

1. Import the COMMENTS.TXT file into the InteGrade Pro gradebook software. Importing stores the comments in the gradebook.

> **NOTE:** Check with your System Administrator. This step may have been done at the beginning of the year.

2. Open the End Term spreadsheet and select the appropriate cell in the **Comment #1** column.

Figure 8-1. Comment columns



3. Enter the comment in one of three ways:
   - Use the Value drop-down list above the spreadsheet. This list is available only if you imported comments.

   OR

   - If you know the comment number, enter it directly into the spreadsheet cell.

   OR

   - Right-click the cell (Windows) or Ctrl-click (Macintosh) and select the comment from the context menu. The text for the comment displays in the drop-down list for your verification.
4. To enter more comments, use the two adjoining comment columns.

To enter comments without a Comments.txt file:

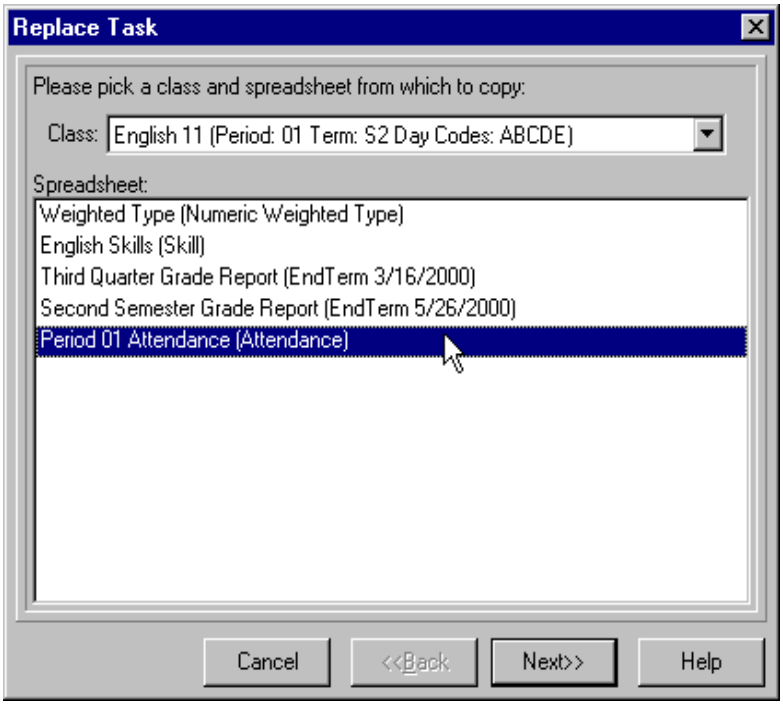
1. Ensure that you have a list of comments to use. Each comment must have a number.
2. Enter the comment numbers into the appropriate comment columns.

Entering Attendance Summaries A report card needs a summary of attendance. Copy the attendance into this End Term spreadsheet.

To enter attendance summaries:

1. Click the **All Absences** or **All Tardy** column heading.
2. Select **Replace Task** from the drop-down menu.

Figure 8-2. Replace Task dialog box



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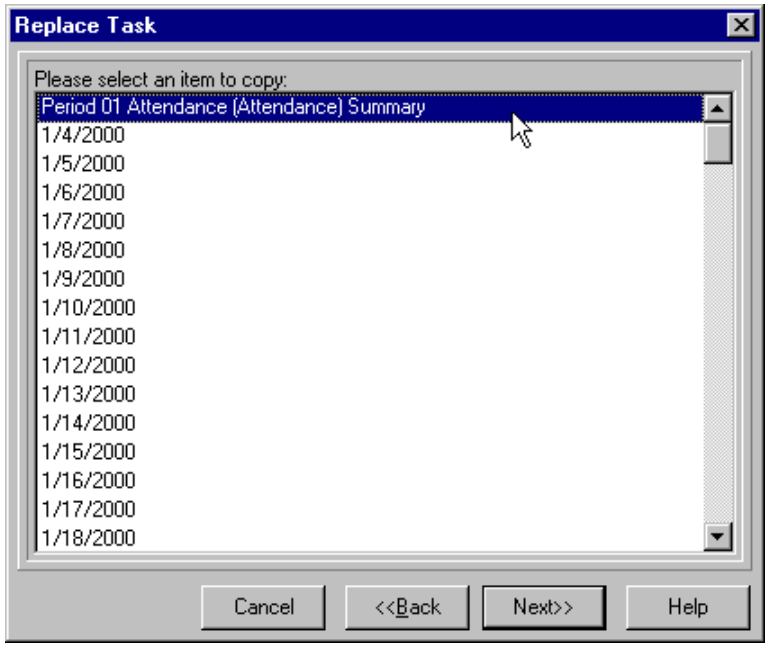
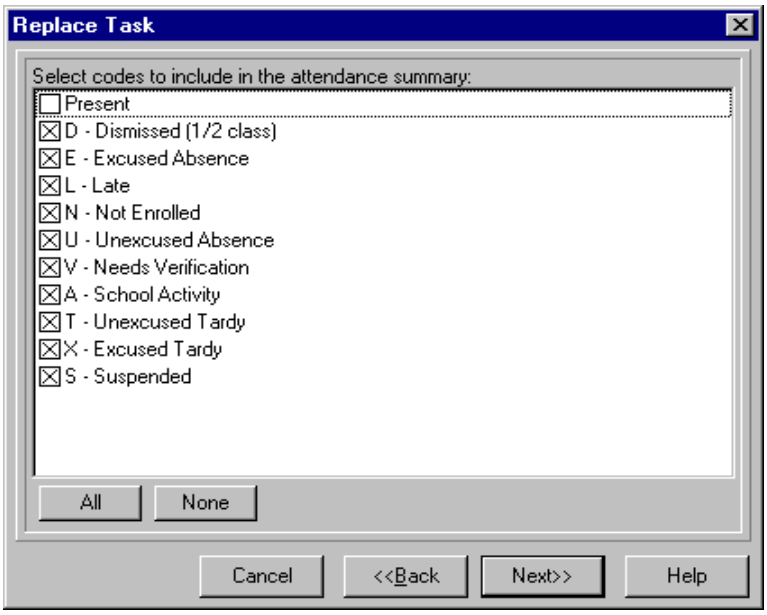
3. Select the class and Attendance spreadsheet from which to copy attendance totals. Click **Next**.

Figure 8-3. Selecting an item to copy



4. Select the **Attendance Summary** from the list of items to copy (the first item on the list). Click **Next**.

Figure 8-4. Selecting codes



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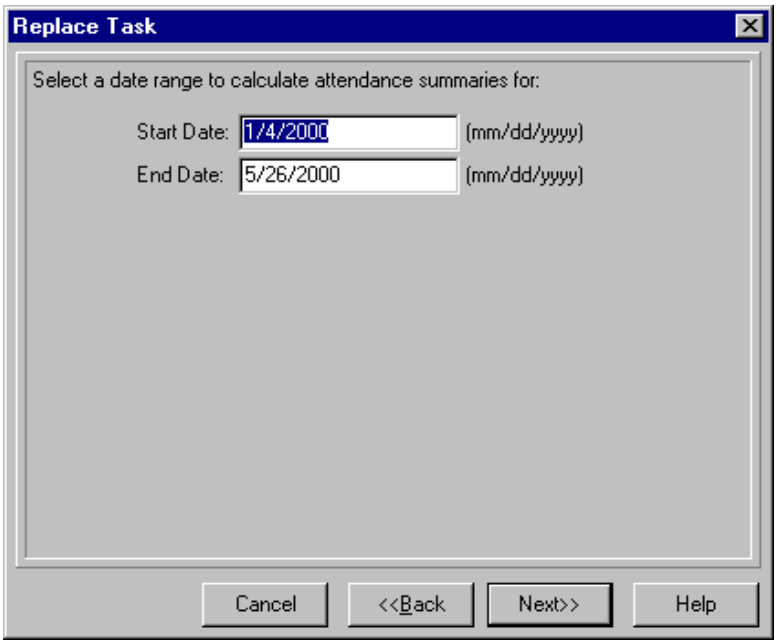
5. Select the attendance codes to total into the summary. Click **Next**.

Figure 8-5. Selecting date range



6. Select a date range for which to calculate attendance summaries. Click **Next**.
7. Click **OK** to continue. The attendance totals copied from the attendance spreadsheet fill the column.

You can use the Copy Tasks command from the Tasks Menu to obtain similar results.

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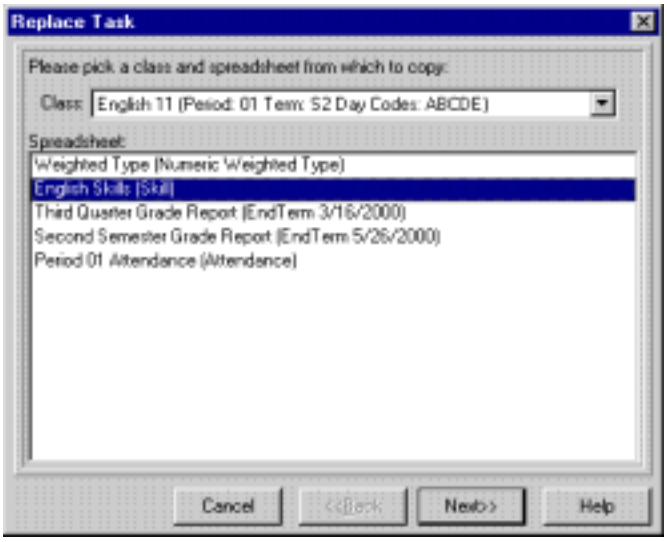
Entering Final Grades

Use this procedure for copying grade totals manually to an End Term spreadsheet. If you have already created hot links to link spreadsheet grades to the End Term spreadsheet, some of the final grade work will already be done. Hot links are available for linking the spreadsheet grade from numeric and skill spreadsheets only (chapter 4, “Working with Hot Links,” on page 76).

To enter final grades:

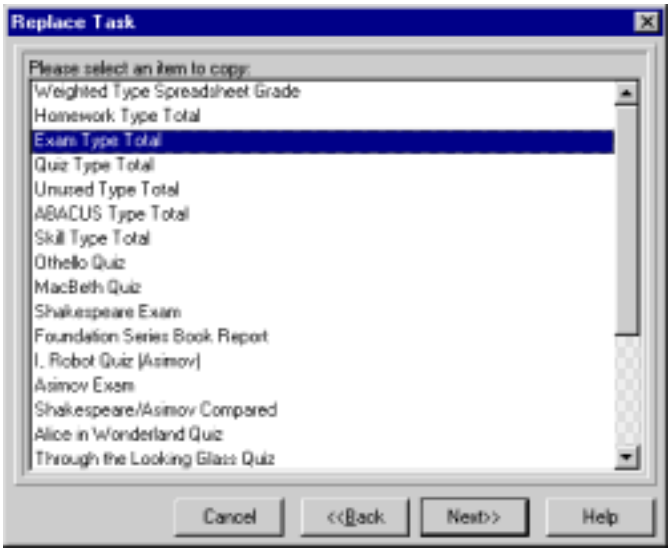
1. Click the title of the appropriate End Term spreadsheet column to display a drop-down menu.
2. Select **Replace Task** from the drop-down menu.

Figure 8-6. Selecting a class and spreadsheet to copy


Replace Task
Please pick a class and spreadsheet from which to copy:
Class: English 11 (Period: 01 Term: S2 Day Codes: ABCDE)
Spreadsheet:
Weighted Type (Numeric Weighted Type)
English Skills (Skill)
Third Quarter Grade Report (EndTerm 3/16/2000)
Second Semester Grade Report (EndTerm 5/26/2000)
Period 01 Attendance (Attendance)
Cancel
<<Back
Next>>
Help

3. Select the class and spreadsheet from which to copy scores and click **Next**.

Figure 8-7. Selecting an item to copy



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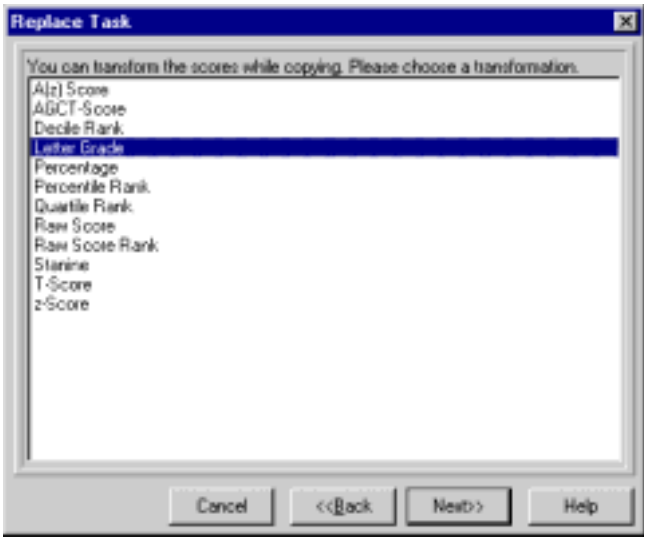
4. Specify the information to copy. The choices are:
   - Summary grade—The students' overall grades in the spreadsheet.
   - Type total—The students' performance over a specific task type.
   - Task score—The students' performance on a specific task.

Figure 8-8. Choosing a transformation



5. Indicate how the End Term spreadsheet should display the grades. It is important that the scores be displayed in a format expected by the administrative system; for example, letter grades or percentages.
6. Click **OK** to continue. The grades copied from the main spreadsheet fill the column. You can edit the copied data on a cell-by-cell basis if needed.

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Working With the End Term Spreadsheet

Clearing Columns

Use this procedure when you need to clear an entire column. You cannot erase the student name and demographic columns.

To clear columns:

1. Click the heading of the column to erase.
2. Select **Fill Column** from the drop-down list.
3. Do **not** enter a New Score.
4. Click **Fill**.
5. Click **Yes** to confirm that you want to replace the scores with blanks.

Sorting On Columns

Use this procedure to reorder the End Term spreadsheet for your own informational purposes. Sorting the spreadsheet does not affect the order in which student records are exported.

To sort on columns:

1. Click any column heading.
2. Select **Sort Students by Column** or **Sort Students**.

Printing the End Term Spreadsheet

To print the End Term spreadsheet, print the Spreadsheet report while the End Term spreadsheet is active in the class viewer.

You should print the End Term spreadsheet to verify the entries in the End Term spreadsheet before submitting data to the office.

If you are not electronically submitting data at the end of the reporting period, the Spreadsheet report contains enough information to create report cards by hand.

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Exporting Data

After creating and verifying the End Term spreadsheet, the next step is to send the information back to the administration office. However, you are not really sending the End Term spreadsheet or the End Term report. Rather, the End Term spreadsheet contains summarized information in an export file and that file is sent to the office.

If you connect to the InteGrade Pro Server software, the End Term spreadsheet information is exported to the server from where it can then be imported into the administration system. If you export to your local drive on your computer, you must copy the exported file onto a diskette and deliver it to your system administrator.

Requirements

To ensure a successful export, check the following for each class exported:

- Every student has the correct student number.
- Every class has a course and section number. Some classes may require a Subject ID (check with your system administrator). Check the **Advanced Fields** on the **General** tab, located under Classes in the Setup menu, for this information.
- You have several blank, formatted disks if exporting using disks.

Exporting Data

To export data:

1. On the File menu, select **Export from Gradebook**.
2. Follow the on-screen prompts to save to the teacher folder corresponding to your teacher number.
3. Take the exported file from the specified location and deliver it to the main office. If you are set up to connect to the InteGrade Pro Server software, the file is exported to the server.

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Delivering the File

This procedure is applicable only if you are working remotely and you **do not connect** to the InteGrade Pro Server software. If you connect to the InteGrade Pro Server software, you can export files and save gradebooks on the school's server from remote locations eliminating the need to hand deliver the data.

After creating the export file, deliver it to the school office. The school produces report cards by combining export files from all teachers in a school.

There are several ways to submit the export file. Your system administrator will tell you about the procedures at your school. The following are some common methods:

- Copy the export file to a specific directory on the network.
- Submit the export file on a disk.
- Send the export file using e-mail.

After sending the export file to the office, make another copy of the export file on a disk and archive it. As an additional safeguard, keep the export file on your hard disk until the report cards have been printed. It is not necessary to delete the file when you create an export file at the end of the next reporting period. Your hard disk automatically overwrites the export file.

Archiving Your Gradebooks

It is good practice to archive your gradebooks at the end of a reporting period.

Note that this procedure only works for locally-stored gradebooks. This procedure is not applicable for gradebooks stored remotely on the school's server.

Preparing Gradebooks for Archiving

To prepare gradebooks for archiving:

1. If you have used a gradebook password, remove the password from the gradebook. You may need the gradebook for future reference and may not remember the password. Other school personnel also may need access to your files. See "Using Gradebook Passwords" on page 62.
2. Lock the scores on the spreadsheets. This prevents the scores from being accidentally modified or deleted. See "Locking and Unlocking Scores" on page 66.
3. Optionally, use your operating system to change the file properties to read-only, to prevent accidental changes to the file.

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Printing Archive Reports

Along with archiving the class files electronically, it is equally important that you retain archives in paper form. This provides an additional safeguard in case the electronic backups fail.

The two reports essential for archiving are the Spreadsheet report and the Student Progress reports. Together, they show all information for a class file.

Remember to print these reports for each spreadsheet that you use. See the sections on spreadsheets and student progress.

Backing up the Gradebook

After removing the passwords, save your gradebook file on a blank, formatted disk. Leave the original file on the hard disk.

You should also retain the installation disks for the product. Future versions of the software can always read the files from the version immediately previous, but there is no guarantee that they can read class files that were created several versions back.

In Windows, the gradebook files have a “GBF” file extension. The Macintosh uses a unique icon to indicate the gradebook files. By default, the product stores the gradebook files in the same directory as the InteGrade Pro files.

For instructions on copying files, see the user manual that came with your computer.

Store all backups, along with a set of the InteGrade Pro installation disks and the archive reports, in a safe place for future reference.

NOTE: Users who store their gradebooks remotely on the school server also have a number of gradebook backups that are automatically saved by the InteGrade Pro Server software. Your system administrator sets the number of files to be saved and can assist you with restoring a gradebook file should a problem occur.

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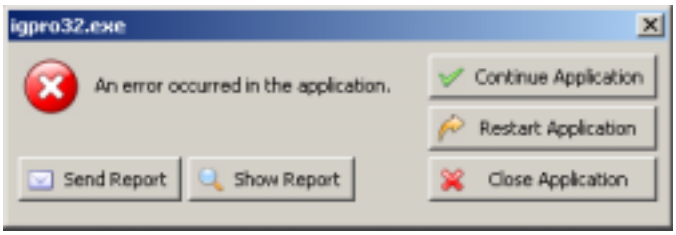
A Reporting Errors

InteGrade Pro for Windows contains a tool that can be used to send automated reports in the event of an unexpected problem. This does not apply to expected issues, such as a damaged floppy or disconnected network. This tool activates when InteGrade Pro would usually show an error message. Data is only sent to the InteGrade Pro development team *after* you give your permission.

When an error occurs, InteGrade Pro builds an error report and then displays this screen:



The report contains various details regarding your computer hardware, system information, and the state of InteGrade Pro, but does not contain student data.

You can examine the information contained in the report by clicking **Show Report**. The **general** tab contains basic information about your computer, such as speed, operating system, and free disk space. The **call stack**, **modules**, **cpu regs**, **stack dump** and **disasm** tabs contain technical information about the state of InteGrade Pro and modules that are directly influencing it. **processes** contains information about other applications in use, and **hardware** contains information about hardware and device drivers.

Click **Send Report** to send the report.

> **NOTE:** The privacy of these reports is treated very seriously. The reports will be used only to diagnose and correct problems with the InteGrade Pro software. Sending the report is probably the easiest way to help improve future releases of InteGrade Pro, but it doesn't replace contacting support. More information may be required, and support may know of a work-around to the problem you are having.

To return to where you were in InteGrade Pro, click **Continue Application**. This will often allow you to continue running the application. Since the current gradebook's contents in memory may be damaged, it is recommended you save your gradebook *to a new file* and restart InteGrade Pro as soon as convenient.

You can also **Restart Application** or **Close Application**. If you have unsaved changes and click one of these two buttons, the changes will be lost.

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